A 2149
1976-1977
Supp.

SUPPLEMENTAL BUDGET

UNIT INFORMATION

1976-77

INSTITUTE OF GOVERNMENTAL
STUDIES LIBRARY
JUL 22 1976
UNIVERSITY OF CALIFORNIA

PREPARED BY THE COUNTY ADMINISTRATOR

I N D E X

-A-

	PAGE
Adult Probation Division	243
Advertising County Resources	165
Aged, Blind, Disabled - Emergency Payments	363
Aged, Blind, Disabled - Special Circumstances	365
Aged, Blind, Disabled - Supplemental Aid	361
Agricultural Commissioner	265
Alameda County Emergency Services	270
Alameda Municipal Court	210
Alcohol and Drug Abuse - Summary	444
Alcohol and Drug Abuse - Administration	444.10
Alcohol and Drug Abuse - North	445
Alcohol and Drug Abuse - South	446
Animal Control	282
Assessor	111
Auditor-Controller	110

-B-

Berkeley-Albany Municipal Court	211
Blind Aid	362
Board of Education	700
Board of Supervisors	101
Boys' Camp	245
Building Inspection	266
Building Maintenance - IGS	141

-C-

Capital Projects (Plant Acquisition)	146
Care of Juvenile Court Wards	390
Castro Valley County Fire Protection District	501
Castro Valley County Fire Protection District - Zone No. 1	502
Central Collections	120
Central District Health Services	416
Children's Aid	366
Children's Aid - BHI	367
Clerk, Board of Supervisors	103
Communications - IGS	160
Compensation Insurance - IGS	171
Comprehensive Child Health Services	422
Comprehensive Employment and Training Program	392
Cooperative Library System	781
Cooperative Library System - Reference Demonstration Project	782
Coroner-Public Administrator	271
CORPUS	203

-C-

PAGE

County Administrator. 104
County Clerk. 202
County Contribution to Retirees' Benefits 193
County Counsel. 125
County Dispatching Service. 162
County Jail 235
County Library. 780
County Library Special Taxing Zone. 785
County Service Area F-1964-1. 508
County Service Area F-1965-1. 510
County Service Area F-1965-2. 511
County Service Area F-1965-3. 512
County Service Area L-1973-1. 605
County Service Area R-1967-1. 580
County Service Area SL-1970-1 586
County Service Area SL-1972-1 587
County Stores 119
Crippled Children's Services. 424

-D-

Data Processing Center - IGS. 112
De-institutionalization of Status Offenders 257
Dispatching Service 162
District Attorney 205

-E-

Eastern District Health Services. 417
East Oakland Community Mental Health Center 457
Economic Benefits - Social Services Agency. 350
Eden Consolidated Fire Protection District. 514
Eden District Health Services 418
Elections 150
Emergency Medical Services. 472
Emergency Services, Alameda County. 270

-F-

Fairmont Hospital 471
Fairmont Laundry - IGS. 143
Family Planning Services. 421
Family Support. 358
Farm Advisor. 790
Field Services. 280
Financial Services - Social Services Agency 354

-F-

Flood Control and Water Conservation District -
County Wide. 533
Zones 2-13 534-549
Fremont-Newark-Union City Municipal Court. 212

-G-

General Assistance 380
General Services Agency - Administration 148
Grand Jury 209

-H-

Health Care Services Agency Administration 400
Highland General Hospital. 470
Homemaker/Chore Services 356
Housing and Community Development. 272
Human Relations Department 106
Human Services - Social Services Agency. 351
Human Services Council 105

-I-

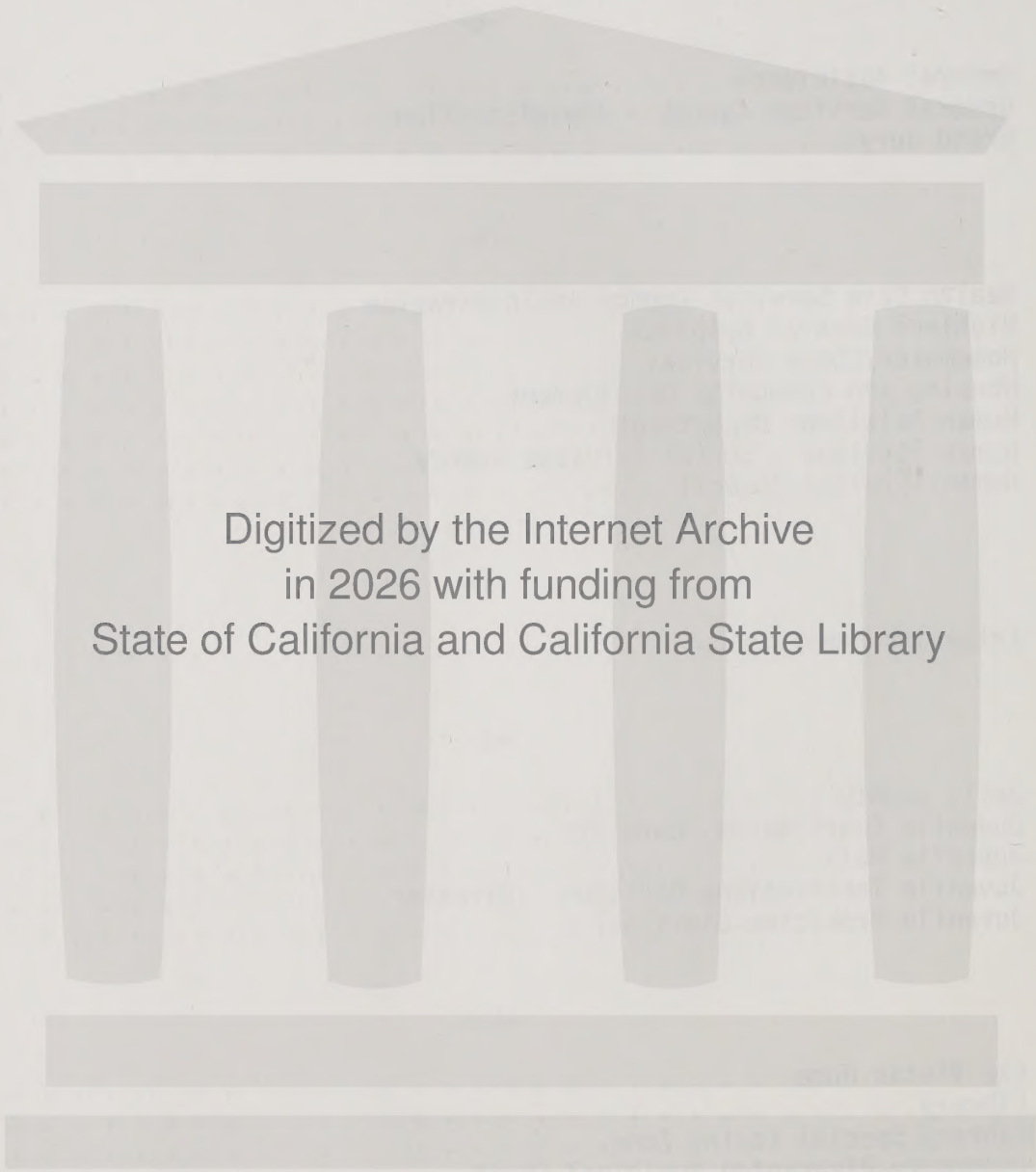
Intensive Supervision. 241

-J-

Jail, County 235
Juvenile Court Wards, Care of. 390
Juvenile Hall. 242
Juvenile Institutions Division - Director. 249
Juvenile Probation Division. 248

-L-

Las Vistas Home. 247
Library. 780
Library Special Taxing Zone. 785
Livermore-Pleasanton Municipal Court 213
Local Agency Formation Commission. 274



Digitized by the Internet Archive
in 2026 with funding from
State of California and California State Library

https://archive.org/details/igsl_budget-alameda-cty_1977-suppl

-M-

PAGE

Management Services - Social Services Agency 352
Medical Assistance 475
Medical Services - Detention Facilities. 238
Mental Health Services - Summary 440
Mental Health Services - Administration. 440.6
Mental Health Services - North Region. 441
Mental Health Services - South Region. 442
Miscellaneous Expense. 199
Motor Pool - IGS 140

-O-

Oakland-Piedmont Municipal Court 214
Office of Program Planning 102
Office on Aging. 359
Other Insurance and Surety Bonds 174

-P-

Parking Facilities 519
Personnel Department 131
Planning Commission. 273
Plant Acquisition. 146
Plant Management 147
Pre-Trial Division 255
Pre-Trial Services Coordinator 254
Primary Election 150
Probation Community Contracted Programs. 256
Probation Officer. 240
Program Evaluation 102
Program Planning 102
Project 911. 163
Public Defender. 207
Public Health Services - Administration. 401
Public Liability Insurance 173
Public Works Administration. 145
Purchasing Agent 117

-R-

Recorder 275
Records Services 116
Redwood County Fire Protection District. 505
Registrar of Voters. 155
Reprographics - IGS. 118
Retirees' Benefits - County Contribution 193

-R-

PAGE

Retirement 115
Revenue Sharing Financial Administration 113
Revenue Sharing - General. 198
Road and Bridge Maintenance. 509

-S-

San Leandro-Hayward Municipal Court. 216
Santa Rita Rehabilitation Center 236
Sealer of Weights and Measures 267
Senior Boys' Camp. 246
Sheriff. 220
Sheriff - Civil Division 225
Snedigar Cottage 353
Social Services Agency 349
Special Projects 420
Special Welfare Programs 395
State Correctional Schools 264
Status Offenders, De-institutionalization. 257
Superior Court 200
Supplemental Welfare Programs. 396

-T-

Treasurer-Tax Collector. 114

-U-

Unallocated Building Costs 197

-V-

Venereal Disease Control Project 423
Veterans' Memorial Buildings 600

-W-

Washington District Health Services. 419
Welfare Administration 350
Welfare Pilot Employment Program 397
Work Furlough. 237
Workers' Compensation Insurance - IGS. 171

BUDGET UNIT SUMMARY REPORT

101 - Board of Supervisors

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 344,338	$ 301,639	$ 301,639	$(42,699)	(12.4)
SERVICE & SUPPLIES	463,600	491,765	491,765	28,165	6.1
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 807,938	$ 793,404	$ 793,404	$(14,534)	1.8
REVENUE					
NET COUNTY COST	$ 807,938	$ 793,404	$ 793,404	$(14,534)	1.8
MAN-YEARS	18.0	15.5	15.5	(2.5)	(13.9)

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Not Applicable					

DISCUSSION SUMMARY

The Board of Supervisors, as the governing body of Alameda County, establishes policies within State and Federal statutes, promulgates policies and conducts the business of the County. The Board also serves as the governing board of the Flood Control and Water Conservation Districts, three fire protection districts, and a number of other public entities. As representatives of the Board, members serve on policy boards of regional and district organizations.

OFFICE OF THE
COUNTY ADMINISTRATOR

April 1, 1976

Supervisor Fred F. Cooper
Chairman, Board of Supervisors
Administration Building
Oakland, CA 94612

Dear Supervisor Cooper:

SUBJECT: 1976-77 Budget Request, Board of Supervisors

The departmental budget requirements for the Board of Supervisors have been reviewed by the County Administrator and the amounts outlined below are suggested for the Board's consideration for inclusion in the 1976-77 budget.

	1975-76 Allowed	1976-77 Request	Increase/ Decrease
Salaries & Employee Benefits	$344,338	$301,639	$(42,699)
Services and Supplies	463,600	491,765	28,165
Total Appropriation	$807,938	$793,404	$(14,534)
Budgeted Positions	18	15.5	(2.5)

Salaries and Employee Benefits

The proposed budget provides for five Supervisors, five secretarial positions, five Supervisor's Assistant positions. The deleted positions include two positions for Program Evaluation, which is to be budgeted separately, and one excess stenographic position.

The changes are as follows:

1. Transfer the Program Evaluation positions to Dept. 102		$(50,364)
Secretary II	$12,324	
Management Specialist	38,040	
2. Drop the excess stenographer position		(9,912)
Stenographer II	$ 9,912	
3. Add one-half time stenographer for back up help to secretarial staff on part-time basis.		4,956

1221 OAK STREET · SUITE 555 · OAKLAND, CALIFORNIA 94612 · (415) 874-6253

4.	Decrease salary savings from 9.4% to 5.0% This anticipates lower vacancy and entrance level salary factors for secretarial and Supervisor's Assistant positions.		$ 16,617
5.	Employee Benefits		(3,996)
	Retirement (from $27,125 to $25,788)	$(1,337)	
	FICA (from $12,731 to $12,272)	(459)	
	Health Insurance (from $17,520 to $15,528)	(1,992)	
	Other Employee Benefits (from $1,768 to $1,560)	(208)	
	These changes are based on actual requirements as determined during current year.		
	Total Decrease, Salaries and Employee Benefits		$(42,699)

Services and Supplies

6.	Memberships and Dues The recommendation reflects anticipated increases in memberships and dues for ABAG, CSAC, NACO and MFOA. The amount included is the 1975-76 dues plus 5%. The only specific increase known at this time is for ABAG, where the assessment is being raised from $73,409 to $75,149.	$ 5,793
7.	Professional and Specialized Services The increase is due to increases granted and anticipated for the Sacramento and Washington advocates in their new contracts, for NACO office space and services provided to the Washington advocate, and for miscellaneous contracts.	15,000
8.	Transporation Private mileage use by Supervisor's Assistants is up $1,300 and Motor Vehicle charges from the garage are up $1,911.	3,211
9.	Other Changes Other changes are due to greater usage of telephones ($980), greater usage of Xerox ($2400), a minor adjustment in Compensation Insurance ($281), and addition of $500 for servicing the Board room sound system.	4,161

Very truly yours,

Loren W. Enoch
County Administrator

LWE/WED:dlg

Att.

cc: Members of the Board
Auditor-Controller

BOARD OF SUPERVISORS

1976-77 BUDGET REQUEST

	Salaries and Employee Benefits	1975-76 Allowed	1976-77 Request	Increase/ Decrease
1011	Salaries and Wages	$285,194	$246,491	$(38,703)
1211	Retirement	27,125	25,788	(1,337)
1311	FICA	12,731	12,272	(459)
1411	Health Insurance	17,520	15,528	(1,992)
1511	Other Benefits	1,768	1,560	(208)
	Total Salaries and Employee Benefits	$344,338	$301,639	$(42,699)
	Services and Supplies			
3111	Office Expense	$ 40,000	$ 18,000	$(22,000)
3112	Reprographics	0	22,000	22,000
3231	Maintenance - Equipment	836	836	0
3251	Maintenance - Electronic Equipment	0	500	500
3291	Communications	16,020	17,000	980
3331	Memberships and Dues	117,207	123,000	5,793
3351	Transportation	300	1,600	1,300
3354	Transportation - Motor Vehicles	21,089	23,000	1,911
3361	Travel	7,000	7,000	0
3371	Publications and Legal Notices	18,000	18,000	0
3391	Special Departmental Expense	20,700	20,700	0
3411	Professional & Specialized Srvcs.	166,000	181,000	15,000
3431	Data Processing	928	928	0
3491	Compensation Insurance	613	894	281
3531	Surety Bonds	265	265	0
3551	Rents and Leases - Equipment	14,200	16,600	2,400
3575	BMD Space Rental	40,442	40,442	0
	Total Services and Supplies	$463,600	$491,765	$ 28,165
	Total Budget	$807,938	$793,404	$(14,534)

3/18/76

BUDGET UNIT SUMMARY REPORT

FORM 104-6

102 - OFFICE OF PROGRAM EVALUATION

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	0	$ 397,885	$ 397,885	$ 397,885	
SERVICE & SUPPLIES	0	65,154	65,154	65,154	
OTHER CHARGES					
FIXED ASSETS	0	9,404	9,404	9,404	
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	0	$ 472,443	$ 472,443	$ 472,443	
REVENUE					
NET COUNTY COST	0	$ 472,443	$ 472,443	$ 472,443	
MAN-YEARS	0	19.0	19.0	19.0	

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%

DISCUSSION SUMMARY

The Office of Program Evaluation conducts formal evaluations of all County programs, whether provided by County forces or by contract with the County, to determine their efficiency in providing services and their effectiveness in meeting needs and resolving problems and issues.

SUMMARY OF CHANGES

The actual budget changes for Program Evaluation is the amount of the total budget, or $472,443 since this budget unit was not established until after July 1, 1975. The summary below shows the changes from the budget which was approved when the OPE budget unit was established in July, 1975, and as subsequently modified, based on experience during the year.

	1975/76 Adjusted 1/9/76	1976/77 Request	Inc/Dec from Adjusted
Salaries & Wages	$ 86,800	$335,569	$248,769
Benefits	16,145	62,316	46,171
Total Salaries & Empl. Benefits	$102,945	$397,885	$294,940
Services & Supplies	26,194	65,154	38,960
Equipment	5,050	9,404	4,354
Total Budget	$134,189	$472,443	$338,254
Budgeted Positions	5	19	14

STAFFING CHANGES	1975/76 Adjusted		1976/77 Request		Increase/ Decrease	
	Pos.	Amount	Pos.	Amount	Pos.	Amount
Director, Program Evaluation	1	$30,000	1	$ 30,000	0	$ 0
Management Specialist (Permanent)	2	42,000	4	84,000	2	42,000
Management Specialist (County Staff)	0	0	10	186,000	10	186,000
Administrative Intern	0	0	1	9,790	1	9,790
Stenographer II	2	19,824	3	29,736	1	9,912
Salary Savings		-5,024		-3,957		-(1,067)
Total Salaries and Wages	5	$86,800	19	$335,569	14	$248,769

	Man-Years	Amount	
SALARIES AND EMPLOYEE BENEFITS			
1. Add two Management Specialists to permanent County staff.	2.0	$ 42,000	
2. Add 10 Management Specialists to provide 1-year assignments from various departments.	10.0	186,000	
3. Additional money for one man-year of Administrative Intern.	1.0	9,790	
4. Add one Stenographer II.	1.0	9,912	
5. Adjust salary savings.		1,067	
6. Adjust benefits.		46,171	
Subtotal - Sal. & Emp. Bft.	15.0		$294,940
SERVICES AND SUPPLIES			
7. Office Expense, based on experience in current year. From $3,292 to $8,100.		$ 4,808	
8. Reprographics - a new account to provide for printing of reports.		3,000	
9. Special projects to remodel office space to accommodate staff.		3,000	

		Man-Years	Amount	
SERVICES AND SUPPLIES (Cont.)				
10.	Contract services for continuing effort in drug and alcohol evaluation, capacity to add specialized staff to evaluation team and utilization of short-term specialized consulting services. From $6,893 to $24,000.		$ 17,107	
11.	Data Processing - to provide for services from DPC. From $1,500 to $8,000.		6,500	
12.	Use of personal vehicles by enlarged staff. From $200 to $2,500.		2,300	
13.	Increase in compensation insurance.		1,395	
14.	Increase in Travel Program.		500	
15.	Other changes.		350	
	Subtotal - Services and Supplies			$ 38,960
FIXED ASSETS				
16.	Increase in equipment needs - for new staff. From 5,050 to $9,404		$ 4,354	
	Subtotal - Fixed Assets			$ 4,354
	Net County Cost			$338,254

Budget Hearing 1976-77

[X] POLICY MATTER (Funds Included)

[ ] POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
102 - Office of Program Evaluation	

TITLE	AMOUNT
Program Evaluation Expansion	$338,254

DESCRIPTION:

The Program Evaluation effort began in 1974-75 with employment of a Management Specialist in the Board of Supervisor's budget. The incumbant was designated Director of Program Evaluation and worked with the Board in developing an evaluation program. Early in the 1975-76 fiscal year, the program was agreed to and a separate budget was established. The policy matter of $338,254 is the difference between the 1975-76 budget as modified, and the request for 1976-77.

The requested changes are as follows:

STAFFING

	1975/76 Adjusted		1976/77 Request		Increase/ Decrease	
	Pos.	Amount	Pos.	Amount	Pos.	Amount
Director, Program Evaluation	1	$30,000	1	$30,000	0	0
Management Specialist (Permanent)	2	42,000	4	84,000	2	$42,000
Management Specialist (County Staff)	0	0	10	186,000	10	186,000
Administrative Intern	0	0	1	9,790	1	9,790
Stenographer II	2	19,824	3	29,736	1	9,912
Salary Savings	__	5,024		3,957	__	1,067
Total	5	$86,800	19	$335,569	14	$248,769

Permanent Staff $42,000

Two additional positions are requested in order to expand the capacity to do detailed analyses in the areas of cost, financial systems, and accounting procedures and to provide permanent skills in quantitative analysis, research design, and utilization of data processing.

County Staff $186,000

The Director is proposing to add 10 positions to provide a different approach to the evaluation process. In the current year, evaluation teams were headed by the two permanent management specialists plus the Director, and team members were borrowed from operating departments on a temporary basis, usually 3 or 4 months. Since the team members remained on the payroll of their department, no costs were assessed against Program Evaluation.

The proposal to 1976-77 is to utilize departmental personnel for a full year and budget for these positions in the Program Evaluation budget. The Director anticipates a much higher degree of efficiency by using County staff for a full year. This has the additional advantage of identifying the full cost of Program Evaluation.

The disadvantage of this approach is that it will add to the cost of Program Evaluation. Departments and agencies have been willing to release staff to work on evaluation for a few months without replacement. However, when the assignment is to be a full year, they will, undoubtedly, want to replace the borrowed employee, so there will be no offsetting savings.

Administrative Interns $9,790

The Director proposes to utilize one man-year of public and business administration master degree candidates on a summer and/or part-time basis to create interest on the part of potential employees, contribute to the training of future public managers, provide a source of fresh and innovative ideas, and to provide a high return in productivity at a low cost.

Stenographer II 1.0 $9,912

One additional stenographer is requested to provide stenographic and clerical support to the staff.

Contract Services $17,107

An increase is proposed from $6,893 to $24,000 to provide for continuing effort in drug and alcohol evaluation, capacity to add specialized staff to evaluation teams, and to utilize short-term specialized consulting services.

Special Projects $3,000

Funds are requested to remodel office space to accomodate staff.

Other Services and Supplies $18,853

Office Expense, printing, transportation, data processing, and other support accounts are all requested on the basis of experience during the current year and to support a level of quality consistent with that in effect in 1975/76.

Equipment $4,354

Additional office equipment is requested to supplement that borrowed and acquired from salvage for temporary team members.

BUDGET UNIT SUMMARY REPOR.

103 - Clerk, Board of Supervisors

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$206,036	$279,190	$262,275	$56,239	27.3
SERVICE & SUPPLIES	26,177	29,341	27,784	1,607	6.1
OTHER CHARGES					
FIXED ASSETS	1,626	1,870	1,870	244	15.0
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	233,839	310,401	291,929	58,090	24.8
REVENUE	84,000	108,400	108,750	24,750	29.5
NET COUNTY COST	149,839	202,001	183,179	33,340	22.3
MAN-YEARS	13.4	17.7	16.7	3.3	24.6

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
ASSESSMENT APPEALS	3,880	4,385	4,385	505	13.0
. HEARING DAYS	202	220	220	18	8.9
AGRICULTURAL PRESERVE FILINGS	17	13	13	(4)	(23.5)
CONTRACTS PROCESSED	609	804	750	141	23.2
RESOLUTIONS PROCESSED	6,990	7,550	7,500	510	7.3
ORDINANCES PROCESSED	135	144	135	0	0.0

DISCUSSION SUMMARY

The Clerk, Board of Supervisors performs the following functions:

BOARD RECORDS - The Clerk prepares agendas for Board of Supervisors meetings and maintains records of all Board actions.

ASSESSMENT APPEALS BOARD - The Clerk provides agenda and record keeping functions for this Board which has been established by the Board of Supervisors to hear property taxpayer appeals on the assessed value placed on their property.

SUMMARY OF CHANGES

The net increase of $33,340 in this budget unit is summarized as follows:

SALARIES & EMPLOYEE BENEFITS

	Man Years	Amount
1. Mid-year Board approval of a second Assessment Appeals Board based on the following factors:	3.3	$56,239
a) A backlog of 121 commercial/industrial cases requiring 42 additional hearing days.		
b) An unanticipated increase of 700 appeal filings from an estimated 3,100 to 3,800 requiring an additional 53 hearing days.		
The increase represents $21,339 in salaries and fringe benefits for 2 clerical positions required to support the new Board and $33,900 for the per diem compensation of Board members.		
2. Funding requested for an additional clerical position was not recommended on the basis that special funding for this position will continue. In addition, the Clerk has indicated that, once the current Assessment Appeal backlog is cleared, this full-time, specially funded position may no longer be required. The possibility of deleting this position should be fully reviewed by January 1, 1977.		
Total Salaries & Employee Benefits	3.3	$56,239

	Man-Years	Amount	
SERVICES & SUPPLIES			
1. No significant increases are recommended in this expenditure category. Data processing costs are up $800, based on current year production costs and the remaining $800 increase represents postage rate increases and the inflated cost of office supplies.		$ 1,607	
Total Services & Supplies			$ 1,607
FIXED ASSETS			
1. Replace two typewriters, one which is 17 years old and another which is 13 years old.		1,870	
2. Less current year allocation.		(-1,626)	
Total Fixed Assets			244
Total Expenditure Change			$58,090
REVENUE			
1. Increase of $25,000 in franchise and pro-rata share taxes, based on current year experience partially offset by a $250 decrease in service charges resulting from an expected decline in agriculture preserve filings.		24,750	
Total Revenue			$24,750
Net County Cost	3.3		$33,340

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Second Assessment Appeals Board		$58,000

The Board of Supervisors approved a second Assessment Appeals Board in October of 1975. The increase of $56,000 represents the full-year amount required to continue the Board in 1976-77. Included in the recommended amount is $22,000 for the salaries and fringe benefits of two clerical positions, $34,000 for the payment of per diem compensation for new Board members, and $1,870 for two typewriters. A backlog of 121 commercial/industrial cases and an unanticipated increase of 700 appeal case filings precipitated the Board of Supervisors' creation of a second Appeals Board. Hearing days will increase by 113 from an original budgeted level of 107 in the current year to 220 projected in 1976-77.

Increased Collection of Taxes		$(25,000)

Revenue increases are anticipated for receipts in both franchise and pro-rata share taxes. Franchise taxes will increase $7,000 from the current year level of $70,000 to a projected level of $77,000 for 1976-77. Pro-rata taxes will increase $18,000, from $12,000 in the current year to $30,000 in 1976-77. Both tax increases are based on prior and current year collections which have been illustrating actual receipts in excess of estimated levels.

BUDGET UNIT SUMMARY REPORT

FORM 104-6

104 - COUNTY ADMINISTRATOR

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$602,550	$710,735	$710,735	$108,185	18.0
SERVICE & SUPPLIES	85,843	117,501	117,501	31,658	36.9
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.	-27,363	-37,206	-37,206	-9,843	(36.0)
TOTAL EXPENDITURES	$661,030	$791,030	$791,030	$130,000	19.7
REVENUE					
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	0
MAN-YEARS	23.01	28.01	28.01	5.0	21.7

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
N/A					

DISCUSSION SUMMARY

The County Administrator serves the Board of Supervisors as its agent in administrative matters to coordinate departmental activities; to study administrative procedures and organization; to recommend changes to improve the operation of County government; to review departmental budget requests and make recommendations thereon to the Board of Supervisors; and to perform other related duties, as the chief administrative officer assigned by the Board of Supervisors.

SUMMARY OF CHANGES

SALARIES AND EMPLOYEE BENEFITS	Man Years	Amount	
1. Transfer Affirmative Action Program from Personnel.	3.0	$ 51,756	
2. Transfer Data Processing Consultant from Auditor's Office.	1.0	26,004	
3. Account Clerk II authorized current year.	1.0	9,480	
4. Miscellaneous reclassification.		3,216	
5. Increase salary saving.		- 3,619	
6. Decrease differentials.		(321)	
7. Increase overtime.		690	
8. Adjust Employee Benefits		20,979	
- Retirement $11,247			
- FICA 4,865			
- Health Insurance 3,611			
- Others 1,256			
Subtotal - S & E Benefits	5.0		$108,185

SERVICES AND SUPPLIES			
9. Costs up due to inflation.		$ 5,819	
- Publications $ 150			
- Postage 940			
- Office Supplies 2,827			
- Communications 813			
- Motor Vehicles 385			
- Library 54			
- Space Rental 650			
10. Data Processing Center		23,562	
11. Compensation Insurance		1,669	
12. Affirmative Action		1,850	

SERVICES AND SUPPLIES (Cont'd)	Man Years	Amount	
13. Miscellaneous		(1,242)	
- Reprographics (40)			
- Maintenance - Equipment (400)			
- Memberships (802)			
Subtotal - Services & Supplies			$ 31,658
CREDITS			
14. Increase charges to LAFC			-9,843
Total Change Recommended	5.0		$130,000

BUDGET HIGHLIGHTS

ACTIVITY	MAN YEARS	AMOUNT
Affirmative Action Program	3.0	$ 55,076

Program transferred to County Administrator from Personnel as approved by Board of Supervisors.

Data Processing Coordinator	1.0	$ 26,004

Position transferred from Auditor's Office to provide county-wide coordination and planning of data processing activities.

Data Processing Charges	$ 23,562

The cost of the Budget Request System has gone up because of budgeting for one terminal for six months and because of a redistribution of Data Processing Center charges.

Increase in Employee Benefits	$ 19,509

Total Increase	$20,979
Less Affirmative Action included above	-1,470

Account Clerk	1.0	$ 9,480

Position added during current year because of workload.

Inflation	$ 5,819

Cost increase due to inflation in such items as postage, $940, office supplies, $2,827, space rental, $650, communications, $813 and other, $589.

LAFC Charge Increase	-$ 9,843

The County Administrator provides staff services to the LAFC and charges that budget, taking an offsetting credit. The charges are computed as follows:

BUDGET HIGHLIGHTS
(Continued)

		1975-76		1976-77	Inc/Dec
Principal Analyst	15%	$ 4,052	75%	$23,012	$18,960
Senior Analyst	70%	14,523	0	0	(14,523)
Specialist Clerk	50%	4,614	50%	5,129	515
Subtotal		$23,189		$28,141	4,952
Employee Benefits	18%	4,174	18%	5,065	891
Intern		0		4,000	4,000
Total		$27,363		$37,206	$ 9,843

		1975/76	1976/77	Inc/Dec
3111	OFFICE EXPENSE			
	Publications	$ 750	$ 900	$ 150
	West Codes		300	
	Daily Review		72	
	Calif. Public Emp. Rel.		15	
	National Journal		300	
	Misc. Publications		213	
	Postage	500	1,440	940
	3 months =	277		
		x 4		
	Est. expend. at old rate	1,108	1,108	
	Rate increase	x .30		
	Required for rate increase	332	332	
	Total Postage		1,440	
	Central Services	2,640	0	(2,640)
	Transferred to account 3112			
	Affirmative Action	0	300	300
	Transferred from Personnel Dept. Allocation to specific items will be done next year on the basis of experience.			
	Office Supplies	3,744	6,571	2,827
	Estimated for 75-76			
	Office Supplies 4,200			
	Paper including Xerox paper 1,775			
	Total est. 75-76 5,975			
	Plus infla. @10% 596			
	Total Office Supp. 6,571			
	TOTAL	$7,634	$9,211	$1,577

BUDGET UNIT SUMMARY REPORT

FORM 104-6

105 - HUMAN SERVICES COUNCIL

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 66,344	$ 66,969	$ 66,969	$ 625	0.9
SERVICE & SUPPLIES	6,287	2,383	2,383	(3,904)	(61.1)
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 72,631	$ 69,352	$ 69,352	$ (3,279)	(4.5)
REVENUE	-7,000	0	0	-(7,000)	-
NET COUNTY COST	$ 65,631	$ 69,352	$ 69,352	$ 3,721	5.7
MAN-YEARS	3.0	3.0	3.0	0	-

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Not Applicable.					

DISCUSSION SUMMARY

The purpose of the Human Services Council is to advise the Board of Supervisors on "human service" matters. The Council was created to improve the "human services" delivery system in Alameda County by examining and assessing the systems' planning, budgeting, operating, administering and policy formation processes, and to develop alternative approaches to promote the integration of human service delivery efforts. The Council will make recommendations to the Board of Supervisors of basic procedures, policies and goals for major County-wide improvements in the way human services are planned and delivered. The long-range goal is to effect permanent improvements in the human services system that will foster effective coordination and delivery of services to Alameda County residents.

BUDGET HIGHLIGHTS

The Human Services Council budget is recommended at the same level as in 1975-76. The only appropriation changes are internal cost adjustments. Employee Benefits and Compensation Insurance are adjusted upward $774 as a result of updating applicable rates. Telephone and space rental costs totalling $3,953 can be deleted since the personnel have been moved into the County Administrator's Office where the charges are absorbed in the Co. Administrator's budget. A Federal grant of $7,000 will not be repeated in 1976-77, thus increasing the net cost by $3,721.

The results of this activity will be subject to critical analysis during 1976-77 to determine if it is achieving the goals and objectives established for it.

SUMMARY OF CHANGES

SALARIES & EMPLOYEE BENEFITS	Position	Amount	
1. Increase in Benefits due to correction of formula.	0	$ 625	
Total Salaries & Empl. Benefits	0		$ 625
SERVICES & SUPPLIES			
2. Telephone costs absorbed in Co. Administrator's budget.		(450)	
3. Membership no longer required.		(100)	
4. Compensation Insurance recalculated		149	
5. Space rental deleted - included in Co. Administrator's budget.		(3,503)	
Total Services & Supplies			(3,904)
Total Appropriation			(3,279)
6. Revenue Termination of HUD 701 grant			(7,000)
Net Total Change			$ 3,721

BUDGET UNIT SUMMARY REPORT

106 - Human Relations Commission

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$166,331	$167,087	$172,037	$ 5,706	3.4
SERVICE & SUPPLIES	93,057	133,849	49,535	(43,522)	(46.8)
OTHER CHARGES					
FIXED ASSETS	790	980	980	190	24.0
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$260,178	$301,916	$222,552	$(37,626)	(14.5)
REVENUE	-28,500	-29,038	0	-(28,500)	(100)
NET COUNTY COST	$231,678	$272,878	$222,552	(9,126)	(4)
MAN-YEARS					

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
	MAN-YEARS	MAN-YEARS	MAN-YEARS		
Human Relations Comm.	2.4	2.4	2.4	0	0
Discrim. Complaint Inv.	1.2	1.2	1.2	0	0
Newsletter Publication	.85	.85	.85	0	0
Public Info Calls-Referrals	1.15	1.15	1.15	0	0
Affirm. Action Compliance	2.5	2.5	2.5	0	0
Status of Women Comm.	1.90	1.9	1.9	0	0
Total	10.00	10.00	10.00	0	0

DISCUSSION SUMMARY

This budget identifies staff support activities to the Human Relations Commission, and includes Human Relations Department personnel and administrative costs. Under the reorganization plan of the Social Services Agency, the Human Relations Department is eliminated and this budget may become the Office of Commission Administration.
As a result of reorganization, the positions of Executive Director of the Human Relations Department and a Supervising Secretary II will be transferred to this budget from the Social Services Agency Administration budget (#349), and the position of Chief Assistant Director of the Human Relations Department will be deleted.

Included in the activities of this budget are staff support to the Housing, Education, Children's Interest, Employment, Police-Community Relations and Chicano Advisory Committees of the Human Relations Commission; staff support to the Status of Women Commission; Affirmative Action staff work on Contract Compliance, monitoring of County's Departmental Affirmative Action programs; investigation of discrimination complaints; and public information referrals.

SUMMARY OF CHANGES

	MAN-YEARS	AMOUNT	
SALARIES AND EMPLOYEE BENEFITS			
Salaries and Employee Benefits show an increase from $166,331 to $172,037 as follows:			
Reorganization changes include:			
Transfer of Supervising Secretary II position and Executive Director of the Human Relations Department from the Social Services Agency Administration budget (#349).	2	$43,872	
Elimination of position of Chief Assistant Director of the Human Relations Department	(1)	(23,124)	
One Field Representative position is deleted owing to the termination of agreement with the City of Oakland for Human Relations Services.	(1)	(16,896)	
Increase in salary savings from $7,388 to $7,580		(192)	
Increases in benefits from $25,963 to $28,009 include:			
Retirement $1,140			
FICA 265			
Health Insurance 537			
Other Employee Benefits 104		2,046	
SUB-TOTAL	0		$5,70
SERVICES AND SUPPLIES			
Decrease from $49,257 to $2,000 in Special Departmental Expense account owing to the transfer of the work study program from this budget to the Miscellaneous Expense budget (#199). The remaining $2,000 is for media communication activities and items for the Human Relations Commission and the Status of Women Commission.		$(47,257)	

ICES AND SUPPLIES (cont'd)		MAN-YEARS	AMOUNT	
ncrease from $2,984 to $4,750 in the s and Leases of Equipment account is d on increased copy charges shared other Social Services Agency departments.			$ 2,710	
ncrease of $860 in Office Expense and ographics accounts from $10,950 to 810 is based on a 10% inflationary ease of $634 in general office expense postage items, a $26 increase in printing s and a new $200 request for library and urce materials for the Commission on the us of Women.			860	
ncrease of $100, from $250 to $350 membership and subscriptions and an tional $100, from $3,050 to $3,150 travel expenses for the Commission on Status of Women.			200	
r inflationary increases include:				
aintenance of equipment, from $240 to $276	$36			
mmunications, from $5,162 to $5,221	59			
ansportation - Motor Vehicles, from $5,351 to $5,360	9		104	
ease in compensation insurance			(139)	
SUB-TOTAL SERVICES AND SUPPLIES				$(43,522)
D ASSETS				
electric typewriter to replace a stolen one	$980			
ess Fixed Assets Allowed 1975-76	790			
	$190		190	
SUB-TOTAL FIXED ASSETS				190
ENUE				
enue is reduced from $28,500 to 0, based				
Anticipation of no further funding under Title II and Title VI, which funded $10,000 toward one Field Representative position			$(10,000)	
Termination of agreement with the City of Oakland for funding of one Field				

REVENUE (cont'd)		MAN-YEARS	AMOUNT
Representative	$(18,500)		
			$(28,500)
NET COUNTY COST			($9,126

BUDGET HIGHLIGHTS

TIVITY	MAN-YEARS	AMOUNT
rganization	1.0	$(26,509)

reorganization of the Social Services Agency and the Human Relations artment will involve a net increase of $20,748 in salaries and employee efits, from $166,331 to $187,079. Included here is the transfer of .872 from the Social Services Administration budget (#349) for the positions Human Relations Department Executive Director and a Supervising Secretary II, the deletion of $23,124 for the elimination of the position of Chief istant Director of the Human Relations Department.

transfer of the Work Study Program to the Miscellaneous Expenses budget 99) is based on the utilization of these services by all county departments. s represents a decrease of $47,257 in the Special Departmental Expense ount, from $49,257 to $2,000.

land Field Representative	(1.0)	$ (1,604)

Field Representative position is deleted, owing to the termination of an eement with the City of Oakland for Human Relations Department services. s includes $16,896 in appropriations and $18,500 in revenue collected from City to support this position.

uction of Title II and Title VI Revenue	$(10,000)

enue amounting to $10,000 currently funded from Title II and Title VI monies not be projected for 1976-77, since Congress has not acted to continue ding beyond June 30, 1976. This money contributed to the funding of one ld Representative position.

BUDGET UNIT SUMMARY REPORT

110 - Auditor-Controller

FORM 104-6

FINANCIAL SUMMARY

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
SALARIES & EMPLOYEE BENEFITS	$1,415,133	$1,341,580	$1,327,882	$(-87,251)	(-6.2)
SERVICE & SUPPLIES	884,346	1,031,662	1,031,051	146,705	16.6
OTHER CHARGES					
FIXED ASSETS	3,474	3,632	3,632	158	4.6
EXPENDITURE TRANS, & REIMBS.	(-96,929)	(-52,320)	(-52,320)	44,609	46.0
TOTAL EXPENDITURES	2,206,024	2,324,554	2,310,245	104,221	4.7
REVENUE	43,014	41,052	41,052	(-1,962)	(-4.6)
NET COUNTY COST	2,163,010	2,283,502	2,269,193	106,183	4.9
MAN-YEARS	91.5	83.5	83.5	(-8.0)	(-8.7)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
ACCOUNTING					
. Warrants Reconciled	$2,300,000	$2,400,000	$2,400,000	$100,000	4.4
. Claims Processed	135,000	140,000	140,000	5,000	3.7
Audits					
. Audit Days	3,070	3,070	3,070	0	
. Accounting Days	2,310	1,890	1,890	(-420)	(-18.2)

DISCUSSION SUMMARY

The Auditor-Controller's department provides the following services for the County:

ACCOUNTING - This section of the department maintains account records for all County funds, prepares the County's Annual Financial Report, maintains fiscal control records, and administers the County payroll system.

AUDITS - This section examines the financial records and internal systems of control of County departments and special districts. In addition, this section provides accounting services for programs sponsored by the County under grants or revenue sharing.

SUMMARY OF CHANGES

The increase of $106,183 may be summarized as follows:

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. Mid-year transfer of positions to other departments:	(-8.0)	$(-118,020)
- Road accounting to Public Works.	(-5.0)	$(-58,812)
- IGS accounting to GSA.	(-1.0)	(-14,700)
- Systems analysis to DPC.	(-1.0)	(-18,504)
- DP coordination to CAO.	(-1.0)	(-26,004)
2. Deletion of positions due to:	(-2.0)	(-28,746)
- Completion of payroll project.	(-1.0)	$(-19,362)
- Automation of PSE payroll.	(-1.0)	(-9,384)
3. Additional positions for the following purposes:	2.0	24,180
- Process health insurance deduction.	1.0	$ 9,480
- Compensate for position inadvertently deleted during salary updates last year.	1.0	14,700
4. Salary adjustments required as follows:	0.0	48,256
- Flexible staffing of audit positions approved mid-year.		$38,800
- Increased salary savings to compensate for flexible staffing of audit positions.		(-38,880)

	Man-Years	Amount	
SALARIES AND EMPLOYEE BENEFITS (Cont.)			
4. (Continued)			
- Decreased salary savings based on current year experience of low turnover.	$42,748		
- Mid-year reclassifications.	4,716		
- Mid-year salary adjustment for Auditor-Controller.	1,392		
- Decrease in differential required for mid-year salary adjustments.	(-600)		
5. Benefit and overtime decreases due to the deletion of positions.	0.0	$(-12,921)	
Subtotal	(-8.0)		$(-87,251)
SERVICES AND SUPPLIES			
6. Data processing charge increase from $575,823 to $782,083 based on the first year of cost experience with the bi-weekly payroll system and the terminal update of BACIS.		206,260	
7. Operational cost decreases based on the following factors:		(-59,555)	
- Decrease in the purchase of payroll forms required to implement the new payroll system.	$(-15,486)		
- Decrease in contract programming due to completion of payroll project.	(-45,900)		
- Minor decreases in maintenance of equipment, memberships, compensation insurance and rental of equipment.	(-3,365)		

	Man-Years	Amount	
SERVICES AND SUPPLIES (Cont.)			
7. (Continued)			
- Decreases partially offset by minor increases in communications and transportation.	$5,196		
Subtotal - Services and Supplies			$146,705
FIXED ASSETS			
8. Replacement of two typewriters and four calculators which are old and worn.		$ 2,682	
9. Storage files for computer generated material.		950	
Subtotal - Fixed Assets		3,632	
Less current year allowed		(-3,474)	
Total Increase in Fixed Assets			$ 158
EXPENDITURE TRANSFERS			
11. Decrease in reimbursement for a PSE position which was deleted and Road accounting staff which was transferred mid-year.		70,897	
12. Increase in charges for copying, postage, and accounting services provided to other County departments from $26,032 to $52,320.		(-26,288)	
Subtotal - Expenditure Transfers			$ 44,609
Total Expenditures			$104,221

	Man-Years	Amount
REVENUE		
13. Slight decrease in charges for accounting services provided to outside County agencies from $43,014 to $41,052.		$(-1,962)
Net County Cost		$106,183

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Mid-Year Transfer of Positions	(-8.0)	$(-56,500)

Eight man-years and approximately $118,000 will be deleted from salaries and wages due to the mid-year transfer of personnel to other departments. Five positions are being transferred to Public Works for Road Department accounting, one position is being transferred to GSA for IGS cost accounting, one position is being transferred to Data Processing to assume system analysis responsibility, and the remaining position is being transferred to the CAO for the purpose of coordinating Data Processing on a County-wide basis. The $118,000 decrease is partially offset by a $61,500 decrease in reimbursement for the five positions being transferred to Public Works.

Completion of Bi-Weekly Payroll Project	(-1.0)	$(-81,000)

The payroll project completion results in the deletion of two positions, budgeted half-year, at a savings of $19,000. In addition, the one-time expense for stockpiling payroll forms incurred in the current year results in a savings of $16,000 in the next fiscal year. Costs for contract programming will also be eliminated at a savings of $46,000 as a result of the payroll completion.

Other Salary and Benefit Decreases	(-1.0)	$(-13,000)

Employee benefits will decrease by approximately $13,000 as a result of mid-year deletions and transfers. One clerical position will be deleted due to the automation of the PSE payroll; however, the savings generated will be fully offset by a decrease in reimbursement received for this position from comprehensive training funds.

Additional Positions Recommended	2.0	$ 24,000

Two additional positions are recommended. One position is the result of an error made last year which resulted in the inadvertent deletion of an auditor position. The other position is recommended to assist in processing health plan deductions due to the problems experienced in the current year.

BUDGET HIGHLIGHTS
(Continued)

ACTIVITY	MAN-YEARS	AMOUNT
Data Processing Increases		$ 206,000

The bi-weekly payroll system accounts for this substantial increase in data processing charges. The processing costs were greatly underestimated in the current fiscal year and the increase from $575,000 in the current year to $782,000 in the next fiscal year is required to maintain and process the new system.

Salary Adjustments Required		$ 48,000

Salary savings will decrease by $43,000, from $81,000 to $38,000, based on current year experience of low turnover. The remaining increase of $5,000 results from mid-year reclassifications and salary adjustments.

Increased Service Charges		$(-26,000)

Charges for accounting, copying, and postage services provided to other County Departments will be increased by this amount from $26,000 to $52,000 based on current year usage patterns.

BUDGET UNIT SUMMARY REPORT

111 - Assessor

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$4,197,280	$4,648,259	$4,691,117	$ 493,837	11.8
SERVICE & SUPPLIES	1,004,754	1,646,841	1,611,456	606,702	60.4
OTHER CHARGES					
FIXED ASSETS	14,698	17,648	17,503	2,805	19.1
EXPENDITURE TRANS. & REIMBS.	(300)	(300)	(300)	0	0.0
TOTAL EXPENDITURES	5,216,432	6,312,448	6,319,776	1,103,344	21.2
REVENUE	10,000	44,313	44,313	34,313	343.1
NET COUNTY COST	5,206,432	6,268,135	6,275,463	1,069,031	20.5
MAN-YEARS	267.3	294.8	291.5	24.2	9.1

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
SECURED PROPERTY ACCOUNTS	313,300	317,400	317,400	4,100	1.3
UNSECURED PROPERTY ACCOUNTS	48,000	50,400	50,400	2,400	5.0
NOTICES OF NEW VALUES	280,000	280,000	280,000	0	0.0
HOMEOWNER EXEMPTION CHANGES	55,704	54,850	54,850	(854)	(1.5)
MANDATORY BUSINESS AUDITS	1,835	2,400	2,400	565	30.8
PROPERTY STATEMENT REVIEWS	39,000	40,000	40,000	1,000	2.6
APPEALS BOARD CASES	4,690	5,250	5,250	560	11.9

DISCUSSION SUMMARY

The Assessor appraises property subject to taxation, administors exemptions, audits business property statements, and defends his appraisals in administrative hearings and in court.

SUMMARY OF CHANGES

The increase of $1,069,031 may be summarized as follows:

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. The Automated Mapping Program increases 84.5 percent, from $123,412 to $227,634. Additional costs are as follows:	9.5	$104,222
- 1 Civil Engineering Technician II. $17,690		
- 1 Equipment Operator I. 13,067		
- 1 Engineering Aide. 13,067		
- .5 Civil Engineering Technician I. 7,700		
- 6 Clerk Intermittent I. 52,698		
(2.5 man-years of Civil Engineering Technician I will be shifted to the Automated Mapping Program from the Assessor's drafting section--no additional cost.)		
2. The apartment reappraisal activity increases from 2 man-years to 7 man-years as follows:	5.0	79,798
- 1 Supervising Appraiser I. $ 21,346		
- 5 Appraiser I. 76,997		
- Delete 1 Appraiser II. (18,545)		
3. The rural reappraisal activity increases from 2 man-years to 3 man-years, as follows:	0.7	10,266
- 1 Appraiser I. $10,266		
4. The commercial and industrial reappraisal activity increases from 25 to 30 man-years as follows:	4.0	70,428
- 5 Appraiser III. $ 83,013		
- 5 Appraiser I. 61,597		
- Delete 5 Appraiser II. (74,182)		

		Man-Years	Amount	
SALARIES AND EMPLOYEE BENEFITS (Cont.)				
5. Support for the second Assessment Appeals Board, authorized in the current year, is budgeted as follows:		5.0	$ 60,200	
- 1 Appraiser III.	$20,753			
- Delete 1 Appraiser II.	(18,545)			
- 1 Clerk II.	10,790			
- 2 Clerk Intermittent I.	16,404			
- 2 Appraiser I.	30,798			
6. Business personal property audits increase from 54.6 man-years to 56.1 man-years, as follows:		1.5	25,529	
- 1 Auditor-Appraiser III.	$20,753			
- 0.5 Clerk Intermittent I.	4,776			
7. Miscellaneous Changes		(1.5)	143,394	
- Mid-year salary adjustment; reclassifications; minor clerical decrease; delete stenographer position erroneously included in 1975-76 budget.	$ 10,665			
- Salary savings down from 6% to 3.3%.	101,543			
- Benefits up 5.3% from $653,402 to $687,696.	34,294			
- Other.	(3,108)			
Subtotal - Sal. & Emp. Bnft.		24.2		$493,837

	Man-Years	Amount
SERVICES AND SUPPLIES		
11. Office expense up 18.6 percent from $156,944 to $186,193:		$ 29,249
- Postage rate increase.	$26,521	
- Verify property statements by mail rather than by visit by auditor:		
- postage.	7,085	
- printing.	1,780	
- Notices to improve accuracy of personal property assessments.	5,130	
- Supplies and publications up 7.5 percent from $21,941 to $23,587.	1,646	
- Outside printing up 17.6 percent from $34,537 to $40,604.	6,067	
- Transfer reprographics to separate account.	(18,980)	
12. Reprographic services up 3.2 percent from $18,980 to $19,520 (total shown here because of transfer from office supplies account).		19,520
13. Communications up 17.7 percent from $37,045 to $43,618.		6,573
14. Memberships, dues, and subscriptions down 71.8 percent from $1,950 to $550, as follows:		(1,400)
- Transfer to management benefits.	$(1,600)	
- Add for membership in professional association publishing sales information compiled from realty boards.	200	

	Man-Years	Amount
SERVICES AND SUPPLIES (Cont.)		
15. Private car mileage up 32 percent from $115,091 to $152,080:		$ 36,989
- 8 percent increase in rates 7-1-75.	$ 7,037	
- 13 percent increase in claims owing to shift of business personal property auditors to field work.	11,434	
- 16 new field positions in proposed budget.	18,518	
16. County automobile mileage up 39.7 percent from $4,509 to $6,229.		1,720
17. Travel up 4.8 percent from $26,425 to $27,687:		1,262
- Out of County personal property audits, minor increase.	$ 337	
- Assessor's conference moved to Southern California.	455	
- Training costs up 30 percent from $3,460 to $4,500.	1,040	
- Delete special expenditure for integrated property system study.	(570)	
18. Equipment for automated mapping system: terminals, processor, peripherals, and computer, up 92 percent from $250,000 to $480,000.		230,000
19. Data processing services up 104 percent from $260,770 to $533,087; plus $6,240 budgeted for study of management resource system.		278,557

	Man-Years	Amount	
SERVICES AND SUPPLIES (Cont.)			
20. Insurance, copying equipment, transcripts, and legal documents up 19.0 percent from $22,225 to $26,457.		$ 4,232	
Subtotal - Services and Supplies			$606,702
FIXED ASSETS			
21. Add microfiche reader-printer to save 50 feet of filing space and decrease blue printing costs by $1,200 per year.		7,995	
22. Replace old, unreliable diazo printing machine.		3,650	
23. Add 2 electric typewriters for special reports and Assessment Appeals Board exhibits; replace 3 wornout manual typewriters.		2,425	
24. Replace time-stamp and calculator.		560	
25. Desks, chairs, and filing cabinets.		2,873	
Subtotal - Fixed Assets		$ 17,503	
Less current year allowed		-14,698	
Total Increase in Fixed Assets (19.1%)			$ 2,805
Total Expenditure Change			$1,103,344
REVENUE			
26. Miscellaneous increases			$ -34,313
- Map sales.	$ 2,000		
- Other services.	32,313		
Net County Cost	24.2		$1,069,031

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT	
Automated Mapping Program	9.5	Salaries & Benefits	104,222
		Equipment	230,000
		Total	334,222

Property tax administration requires accurate maps to show land ownership. In 1970, the State Board of Equalization recommended that Alameda County's assessment maps be updated to eliminate errors which have crept into the system since the nineteenth century. At first, the Board of Supervisors considered a manual remapping of the County's 300,000 parcels in the 821-square mile area. But studies show the job can be done faster, cheaper, and with better results through the use of computers.

In August, 1974, the Board approved an Automated Mapping Program, to be implemented by the Assessor with the advice of a steering committee composed of the Assessor, the Auditor-Controller, the Director of Public Works, and the County Administrator. The program is in its second year of implementation and will be completed in April, 1979.

Current year and budget year costs are as follows:

	1975-76	1976-77	Change
Salaries and benefits.	$123,000	$227,000	$104,000
Equipment.	250,000	480,000	230,000
Subtotal - Budget Increment.	$373,000	$707,000	$334,000
Additional current year transfer from salary account to equipment account.	60,000		-60,000
Totals	$433,000	$707,000	$274,000

BUDGET HIGHLIGHTS
(Continued)

ACTIVITY	MAN-YEARS	AMOUNT
Second Assessment Appeals Board	5.0	$ 60,200

When a taxpayer claims that the Assessor has placed too high a value on his property, the Assessment Appeals Board hears the evidence and determines the proper assessment level. In recent years, the Board has not completed its work by the close of the fiscal year. To eliminate backlogs and to provide manpower to handle anticipated growth, the Board of Supervisors established a second assessment appeals board effective February 1, 1976.

The Assessor's staff was increased by 2 appraisers and clerical help in the current year to carry the workload of the second board. These positions are recommended for the budget year at a cost of $60,200.

Appraisal Program	[11.2] *	[$186,021]*

If property taxation is to be equitable, the Assessor must accurately appraise the full cash value of all taxable property. This ideal cannot be achieved because (1) inflation and the marketplace change the value of almost all property each year, and (2) it would be too costly to reappraise all property each year.

In place of the ideal, the following goals are generally accepted: (1) one-third of real property accounts should be appraised each year; (2) statistical techniques should be used to trend property values between appraisals; and (3) a sample of business personal property accounts of all sizes should be audited each year.

Alameda County is partly meeting these goals, but, without additional appraisal staff, the County will fall short of the goal and even recede from it. To the extent that the goals are not met: (1) taxpayers are treated inequitably, (2) cities and districts suffer from under-assessments, and (3) revenue is lost to the County, to cities, to schools, and to special districts.

The following comparison of ten counties shows that the Alameda County Assessor's office is conservatively funded. The largest counties--Los Angeles, Orange, and San Diego--have a lower per capita cost than Alameda County. But the other counties in the table have a higher per capita cost. This data is confirmed by a comparison of assessor expenditures as a percent of one percent of assessed value (column 2); Alameda County ranks seventh from the top.

*Total of items (a) through (d), below.

BUDGET HIGHLIGHTS
(Continued)

ACTIVITY	MAN-YEARS	AMOUNT

Assessor Expenditures

1973-74

	Per Capita Expenditures	Assessor Expenditures As Percent of 1 Percent of Assessed Value
Los Angeles	(8) $3.32	(8) 10.3%
Orange	(9) 2.81	(10) 8.5
San Diego	(10) 2.71	(9) 9.1
Santa Clara	(6) 3.73	(6) 10.7
Alameda	(7) 3.47	(7) 10.5
Contra Costa	(3) 4.76	(5) 12.7
San Bernardino	(4) 4.30	(4) 14.0
Riverside	(1) 6.08	(1) 19.1
Sacramento	(5) 4.19	(2) 18.1
Ventura	(2) 4.94	(3) 15.1
Average	$4.04	12.8%

To achieve the goals outlined above, the following additional appraisal staff is recommended:

BUDGET HIGHLIGHTS
(Continued)

ACTIVITY	MAN-YEARS	AMOUNT
(a) Apartments	5	$ 79,798

In the 5-year period ending in 1974-75, out of 10,822 accounts, 11.4 percent of apartments (5 units and larger) were appraised. At that rate, it will take 20 years to reappraise these properties.

The present 2-man staff can only appraise new construction, appeals cases, and a few accounts necessary for the computer-assisted appraisal program. (The number of new units has increased by 48 percent since 1971).

The proposed increase of 7 man-years (5 man-years in 1976-77 and 2 man-years in 1977-78) would allow a 3-year appraisal cycle to begin in 1977-78 after a year of training new employees.

This increase is cost-beneficial. The cost of a 9-man staff will be 48.3 percent of revenue to the County and 11 percent of revenue to all jurisdictions.

(b) Rural	0.7	$ 10,266

This recommendation will reduce the appraisal cycle of rural properties from 5 to 3 years. In the 5-year period ending 1974-75, out of 4,185 accounts, 72 percent were reappraised.

The cost of the additional position will increase assessed value by 20 percent; the cost is equal to 73 percent of revenue to the County and 16.7 percent of revenue to all jurisdictions.

(c) Commercial and Industrial	4	$ 70,428

The proposed budget increases this staff from 25 to 30 positions (4 man-years in 1976-77 and 1 man-year in 1977-78) to reappraise commercial and industrial property on a 3-year cycle. Plans were made in 1974-75 to begin a 3-year reappraisal program, but the goal has not been met. The fall-off is shown below:

Accounts

Year	Reappraisal Goal	Achieved	Percent Achieved
1974-75	7,332	6,226	85%
1975-76	7,100	4,522	64%
1976-77	7,100	3,195 (est.)	45% (est.)

BUDGET HIGHLIGHTS
(Continued)

ACTIVITY	MAN-YEARS	AMOUNT

Two factors account for this decline: (1) workload has increased, and (2) production was overestimated.

Workload increased first because the reappraisal program generated a 56 percent increase in appeals and a 240 percent increase in taxpayer requests for review. This growth will continue until the first round of reappraisals has been completed; thereafter, it will level off.

Another workload increase was the addition of 500 possessory interest accounts; the Attorney General ruled that student housing on college campuses is a taxable interest.

When this program was undertaken, production was estimated at 4 appraisals per day; experience has shown 3.5 appraisals per day to be realistic.

Workload increases require 3.8 positions; carrying out the 3-year reappraisal goal requires 1.2 positions.

These increases are cost-beneficial. Cost is 42 percent of increased revenue to the County and 9 percent of revenue to all jurisdictions.

(d)	Business Personal Property	1.5	$25,529

State law requires the Assessor to audit once every four years all business personal property accounts with a full cash value of $50,000 or more.

In July, 1974, the Assessor upgraded the quality of these audits; as a result, hours expended per audit increased from 9.2 hours to 11.9 hours.

The Assessor is falling short of completing mandatory audits as follows:

1975-76 mandatory audits	2,200
Audits completed	1,835
Deficit	365
1976-77 mandatory audits	2,400
Plus prior year deficit	365
Estimated 1976-77 audits	2,765

BUDGET HIGHLIGHTS
(Continued)

ACTIVITY	MAN-YEARS	AMOUNT

The budget proposes to meet this deficit in the following ways:

- Free 100 man-days of auditor time by employing clerks to check the accuracy of property statements.
- Use mailed questionnaires instead of a field canvass to determine property ownership.
- Add 1 new Auditor-Appraiser position.

Other (1.5) $143,394

Other changes include deletion of 1 Stenographer position, reduction of 0.5 clerical staff, mid-year salary adjustments, a 5.3 percent increase in benefits, and a decline in salary savings from 6 percent to 3.3 percent.

Data Processing $278,557

Data processing charges are up 104 percent. In addition, the budget includes $6,240 for a study of a management resources system. The study will show (1) the advantages and disadvantages of purchasing the ARMS system, (2) the full cost of adapting the system to County-wide use, and (3) whether good alternatives exist. The study will take 3 months of senior programmer time.

Office Expenses $29,249

These accounts increase mainly because: (1) postage rates have increased and (2) discontinuance of the field canvass to verify business personal property ownership requires mailing a questionnaire to business locations.

Transportation $38,709

Private car mileage increases 32 percent (from $115,091 to $152,080) because of the July 1, 1975, rate increase and a 13 percent increase in claims resulting largely from shifting auditors from office work to field work. The new field positions in the budget increase mileage costs by $18,518.

BUDGET HIGHLIGHTS
(Continued)

ACTIVITY	MAN-YEARS	AMOUNT
Miscellaneous Services and Supplies		$30,187

This increase covers the following additional costs:

Communications	$ 6,573
Memberships & publications	-1,400
Travel	1,262
Other	4,232

The reprographics account has been moved from "office expense" to a separate account. Expenditures in the budget year will be $19,520, an increase of $540, or 2.8 percent over current expenditures of $18,980. To balance the services and supplies accounts, the total expenditure for the budget year is included here.

Fixed Assets $2,805

The increase is 19 percent over current costs of $15,000. The budget replaces worn-out equipment, adds furniture for the second assessment appeals board employees, provides filing cabinets for data collection, and adds a microfiche reader-printer to save space and decrease blue-printing costs.

Revenue $34,313

Revenue increases 343 percent, from $10,000 to $44,313, because of the following factors: (1) map sales increase 20 percent, from $10,000 to $12,000; and (2) reimbursements from cities for changing tax code areas will increase by $32,313. Current charges for this service exceed $225,000.

BUDGET UNIT SUMMARY REPORT
112 - Data Processing (IGS)

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$2,436,874	$3,386,522	$2,533,833	$ 116,959	4.8
SERVICE & SUPPLIES	2,830,290	3,543,456	3,797,367	967,077	34.2
OTHER CHARGES	71,088	71,088	71,088	0	0
FIXED ASSETS	1,238	19,985	8,095	6,857	0
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$5,339,490	$7,021,051	$6,430,383	$1,090,893	20.4
REVENUE	5,338,252	7,001,066	6,422,288	1,084,036	20.3
NET FUND COST	$ 1,238	$ 19,985	$ 8,095	$ 6,857	0
MAN-YEARS	145.92	196.92	149.67	3.75	2.6

PERFORMANCE SUMMARY

NOT APPLICABLE	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%

DISCUSSION SUMMARY

The Data Processing Center is a division of the Auditor-Controller's Office which provides centralized data processing services to the County's agencies and departments. Examples of services provided are accounting, warrant preparation, payroll, budget preparation, property appraisal, tax bill preparation and management of court cases. This is an Inter-Governmental Service (IGS) fund, the costs of which are fully offset, less equipment purchases, by charges to users.

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. Additional positions for the purpose of establishing an Informations Systems and Management capability within the Data Processing Center. This new service is expected to produce a higher level of service through concentration on the feasibility, design, coordination and implementation of County data systems.	5.0	$ 84,096
2. Additional positions to provide support services for administration data center users and the internal maintenance of technical equipment. This recommendation is commensurate with the growth in existing data systems and the technical machinery that has accompanied this growth.	4.5	70,656
3. Deletion of existing programmer positions associated with current year data system development which has been completed.	(5.58)	(97,236)
4. Mid-year transfers as follows:	0	2,844
- From the Auditor.	1.0	18,504
- To CORPUS.	(1.0)	(15,660)
Subtotal	0	$ 2,844
5. Minor salary and position adjustments:	(.17)	14
- Reclassifications.		(180)
- Adjustment of Programmer Intern salaries to provide for DPC security coverage.	(.17)	194

	Man-Years	Amount	
SALARIES & EMPLOYEE BENEFITS (cont'd)			
6. Decrease in salary savings from $174,277 to $156,718 based on the projection of currently filled positions, turnover and the hiring of new positions.		$ 17,559	
7. The following benefits adjustments based on increased Retirement and FICA rates plus the additional positions recommended:		39,026	
- Retirement from $191,052 to $215,778.	24,726		
- FICA from $99,554 to $108,275.	8,721		
- Health Insurance from $81,008 to $84,501.	3,493		
- Management Benefits from $10,080 to $12,166.	2,086		
Total Salaries & Employee Benefits	3.75		$116,959
SERVICES AND SUPPLIES			
8. Transfer of Data Processing Terminal charges from operating agencies and departments to DPC in order to facilitate billing.		$605,247	
9. Amount of $300,000 established for new system development in 1976-77 which may be allocated to County and contract programming; less $27,314 used in the current year for contract programming.		272,686	
10. Price and use increase in the maintenance and rental of data processing equipment from $2,389,271 to $2,461,615.		72,344	

		Man-Years	Amount	
SERVICES & SUPPLIES (cont'd)				
11.	Minor operational cost increased as follows:		$ 8,673	
	- Reprographics	3,651		
	- Communications	3,703		
	- Transportation	896		
	- Maintenance of Equipment and compensation insurance.	423		
12.	Increased training costs to maintain knowledge of technical developments and improve the productivity of existing staff. The following factors are noted:		8,127	
	- Costs of the second year of a training course begun in the current year.	5,455		
	- Technical and programmer training will increase from $8,000 to $10,672. DPC has agreed to reduce programmer salaries by $6,000 in 1977-78 to reflect the anticipated productivity increase resulting from the training expenditure.	2,672		
	Total Services and Supplies			$967,077
FIXED ASSETS				
13.	Equipment associated with new personnel recommended.		$ 3,300	
14.	Replacement of a decollator which is ten years old, worn and fully depreciated.		3,185	

		Man-Years	Amount	
FIXED ASSETS (cont'd)				
15.	Additional equipment justified as follows:		$ 1,610	
	- Viewers for conversion to microfiche.	880		
	- Assorted equipment to provide shelving and file space.	730		
16.	Less current year allocation		(1,238)	
	Total Fixed Assets			$ 6,857
	Total Expenditures			$1,090,893
REVENUE				
17.	Reimbursement from agencies and departments for services provided by DPC will increase to exactly offset the operational cost increase anticipated less costs of equipment. This is an IGS fund and the net County cost of this service will be reflected in the charges made to the individual user departments.			$1,084,036
	Net Fund Cost			$ 6,857

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	NET FUND COST
Transfer of Teleprocessing Terminals		$605,000

During the current year teleprocessing terminals were budgeted in the individual operating agencies and departments. This procedure resulted in confused and inconsistent billing and payment of terminal rental. All terminals are to be budgeted in the DPC budget and charged out to operating agencies and departments through DPC charges. This procedure will result in a $605,000 increase in this budget and a decrease of the same amount in operating agencies and departments' rental of equipment.

New Developments in 1976-77	(5.58)	$175,500

A ceiling of $300,000 has been placed on new data processing system development in the 1976-77 fiscal year. This amount is partially offset by current year development costs of $124,500 which are being deleted pending a determination of which development projects are to be funded in 1976-77. The amount deleted for current year development included $97,000 in County personnel and $27,500 in contract programming.

Establishment of Information Systems	5.0	$ 84,000

An additional five man-years and $84,000 is recommended for the purpose of establishing an Information Systems and Management capability within the Data Processing Center. Responsibility for feasibility studies, systems design, and the management of system implementation would be assigned to this unit and separated from the actual programming and maintenance of data systems. This new capability will strengthen the County's overall data management by providing specialists to concentrate on the most economical and effective means of meeting data requirements.

Strengthen Administrative, Technical and Customer Support	4.5	$ 71,000

County data systems and support equipment have grown steadily over the last five years, particularly with the expanded use of direct computer access through teleprocessing terminals. An additional 4.5 positions are recommended to provide improved technical support for data equipment; 1.5 positions are recommended to provide administrative and operational support. These increases are partially offset by a decrease of 1.5 positions which are no longer required.

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	NET FUND COST
Price Increases		$ 73,000

Costs for maintaining and renting data processing equipment will increase by $73,000 in 1976-77. The primary reason for this increase is rate increases imposed by the assorted vendors who maintain and rent the County equipment.

Salary and Benefit Adjustments		$ 57,000

Salary and benefits are to be adjusted and result in a recommended increase of $47,000. Salary savings will decrease $17,000 from $174,000 to $157,000 as a result of current year turnover experience. Employee benefits will increase $40,000 from $380,000 to $420,000 as a result of increases in personnel and adjustments in retirement and FICA contribution rates.

Revenue Increase		($1,100,000)

Revenues will increase by the amount of the appropriation increase less equipment purchases. This is an IGS fund budget which is offset by charges made to operating agencies and departments for data processing services rendered. The net County cost impact of increases in this budget is reflected in the individual budgets of agencies and departments.

BUDGET UNIT SUMMARY REPOR.

114 - Treasurer-Tax Collector

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 810,374	$ 819,704	$ 809,238	($ 1,136)	(.1)
SERVICE & SUPPLIES	334,023	424,708	403,020	68,997	20.7
OTHER CHARGES					
FIXED ASSETS	3,585	7,797	6,419	2,834	79.1
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$1,147,982	$1,252,209	$1,218,677	$ 70,695	6.2
REVENUE (Program)	155,150	164,400	171,350	16,200	10.4
NET COUNTY COST	$ 992,832	$1,087,809	$1,047,327	$ 54,495	5.5
NON-PROGRAM REVENUE	$5,304,000	$5,118,500	$5,458,750	$154,750	2.9
MAN-YEARS	64.46	65.46	63.5	(.96)	(1.5)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
TREASURER					
TREASURER WARRANTS	$1,897,350	$1,992,217	$1,992,000	$ 94,650	5.0
DEPOSITS RECEIVED	13,920	14,616	14,500	580	4.2
TAX COLLECTOR					
TAX DILINQUENCIES COLL.	5,052	5,489	5,400	348	6.9
DEPOSIT BOX INVENTORIES	2,280	2,300	2,300	20	.9
TAX BILLS GENERATED	374,900	385,750	385,000	10,100	2.7

DISCUSSION SUMMARY

The Treasurer-Tax Collector performs the following functions:

Collection of Taxes - Property taxes to support the County, cities, and special districts are billed and collected through this office. The redemption of tax delinquent property and the management and sale of tax deeded property are also responsibilities undertaken.

Safekeeping and Investment of Funds - Payment of warrants issued by the County and investment of funds not immediately required represent the primary duties within this function. Generally, the Treasurer-Tax Collector is responsible for the safekeeping of all money belonging to the County.

SUMMARY OF CHANGES

	Man-Years	Amount	
SALARIES AND EMPLOYEE BENEFITS			
1. Additional position to provide for the collection of delinquent unsecured taxes under $50. These accounts were previously disregarded. However, during the current fiscal year, a pilot program utilizing a specially funded position was initiated to establish a collection effort. This program has resulted in the collection of $26,324 in taxes from the 5,700 delinquent unsecured accounts under $50. This effort has proved profitable and should be continued on a permanent basis.	1.0	$ 9,968	
2. Deletion of approximately 2 man-years in intermittent positions based on savings generated by the past automation of functions within this budget. Further savings are expected upon the completion of the optical scan tax collection system. The savings impact of this new system should be known by January 1, 1977.	(1.96)	(15,191)	
3. Benefit and Salary savings factors as follows:		4,087	
- Salary savings decrease. $ 370 - FICA and Retirement insurance due to rate changes 3,717			
Subtotal	(.96)		($ 1,136)

	Man-Years	Amount	
SERVICES AND SUPPLIES			
4. Data Processing cost increase due to the following factors:		$ 58,749	
- Development of automated tax collection system.	$26,860		
- Increase based on current year production costs.	31,899		
5. Office expense increase based on the following factors:		11,737	
- Postage rate increase.	$13,900		
- Decline in Reprographic usage.	(3,058)		
- Minor increases in office supplies.	895		
6. Increases based on current operating costs due primarily to:		5,010	
- Communications.	$3,000		
- Subscription and motor vehicle expenses.	1,000		
- Increases experienced in equipment rental.	600		
7. Decreases based on the following factors:		(6,499)	
- Lower publication costs due to a shift in publications utilized.	($3,003)		
- Decrease in maintenance costs due to automation of tax collection system and transfer of obsolete equipment to salvage.	(3,496)		
Subtotal			$ 68,997

		Man-Years	Amount	
FIXED ASSETS				
8.	Equipment required to convert tax collection system to optical scan automated system.		$ 3,840	
9.	Replacement items for equipment which is over 20 years old.		2,579	
	Total Fixed Assets Recommended		$ 6,419	
	Less current year allowed		(3,585)	
	Total Fixed Assets			$ 2,834
	Total Expenditures			$ 70,695
REVENUE				
10.	Increased program revenue based on the following factors:			$ 16,200
	- Increased charges for funds administration	$12,500		
	- Increased Inheritance Tax fees	3,250		
	- Miscellaneous revenue	450		
	Net County Cost	(.96)		$ 54,495
NON-PROGRAM REVENUE				
11.	Increase in interest earned on County funds based on anticipated growth in money and stabilization of declining interest rates.		$154,750	
	Total Non-Program Revenue			$154,750

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT

Automated Tax Collection System $ 31,000

The existing tax collection system was purchased 11 years ago. Technological advancement has rendered the existing system obsolete and worn out. Replacement cost for the machines now in use is $63,000. In order to avoid substantial replacement costs and update the obsolete collection system, the Treasurer-Tax Collector will be converting to an optical scan automated system. The cost of this conversion includes $27,000 for one-time data processing development costs and $4,000 for support equipment. The new system will save $3,000 annually in maintenance costs and is expected to result in a reduction of intermittent staff utilized during peak tax collection periods.

Increased Operational Costs $ 42,000

Costs of processing the existing workload within the Treasurer-Tax Collector's Office have increased significantly. Data processing production costs are up $32,000 from $140,000 to $172,000 and postage rate increases represent an increased annual cost of $14,000; from $45,000 to $59,000. These significant increases are partially offset by a $6,000 savings in advertising costs due to a shift in publications and savings on maintenance costs as a result of the conversion to the automated tax collection system.

Increased Program Revenue ($ 16,000)

Operating revenues will increase in 1976-77 as a result of a $13,000 increase in the administrative charges levied against funds handled by the Treasurer-Tax Collector and a $3,000 increase in inheritance tax fees collected.

Delinquent Tax Collection 1.0 $ 10,000

This position is recommended to provide for the collection of unsecured delinquent taxes under $50. A pilot program initiated in the current year was successful in collecting $26,000 from this resource. This effort is recommended to continue on a permanent basis.

BUDGET HIGHLIGHTS
(Continued)

ACTIVITY	MAN-YEARS	AMOUNT
Savings Through Automation	(1.96)	($ 15,000)

Approximately two man-years of intermittent clerical support is being deleted on the basis of time-saving automation which has reduced the need for this support. Further savings are anticipated once the recommended automated tax collection system is operational.

Non-Program Revenue

Interest Earned On Funds	($154,750)

Interest earned on County funds not immediately required will increase based on an anticipated growth in the amount of funds available and a stabilization of the now declining interest rates.

BUDGET UNIT SUMMARY REPOR.

115 - Retirement

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$128,342	$139,498	$135,757	$ 7,415	5.8
SERVICE & SUPPLIES	43,056	61,662	58,069	15,013	34.9
OTHER CHARGES					
FIXED ASSETS	983	0	0	(983)	(100)
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	172,381	201,160	193,826	21,445	12.4
REVENUE	172,381	201,160	193,826	21,445	12.4
NET COUNTY COST	0	0	0	0	0.0
MAN-YEARS	9.00	9.50	9.25	.25	2.8

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
ACTIVE MEMBERS	9,023	9,150	9,150	127	1.4
RETIRED MEMBERS	2,150	2,440	2,420	270	12.6
SERVICE RETIREMENTS	266	266	266	0	0.0
DISABILITY RETIREMENTS	27	27	27	0	0.0

DISCUSSION SUMMARY

The Retirement budget provides for the administration of the Alameda County Employees' Retirement System. The personnel within this budget are responsible to the Board of Retirement which is elected by members of the Retirement System. The Retirement Fund fully reimburses the County General Fund for all expenses incurred.

Operational expenses are limited to 1/10 of 1 percent of the value of the Retirement Fund at the end of the fiscal year by Government Code § 31580.2. The value of the fund on June 30, 1977, is estimated at $193,825,929 and limits expenditures to the recommended level.

SUMMARY OF CHANGES

115 - Retirement

	Man-Years	Amount	
SALARIES & EMPLOYEE BENEFITS			
1. Additional funding of a part-time position to assist in the conversion to an automated accounting system.	.25	$1,969	
2. Minor salaries & benefit adjustments including the following:		$5,446	
a) Mid-year salary increase for Administrator - $1,668			
b) Reclassification of a clerical position - $468			
c) A 1.99 percent decrease in salary savings - $2,133			
d) Benefit adjustments based on rate increases: 1. Social Security - $281 2. Retirement - $896			
3. The conversion to the automated accounting system for the Retirement Fund should have a considerable impact on staffing. A full review of this impact should be initiated by January 1, 1977, after the new system is operational. It is possible that some reduction of staff may be warranted, effective July 1, 1977.			
Total Salaries & Employee Benefits	.25		$7,415
SERVICES & SUPPLIES			
4. Reserve established for salary increases in order to accurately reflect the full impact of anticipated changes against the expenditure limitation imposed on this budget.		$9,500	

	Man-Years	Amount	
5. Increased Data Processing costs to provide for the operation of the automated accounting system. This represents an increase of $7,131 from the current year level of $12,916 to $20,043 for 1976-77.		$7,131	
6. Minor operational adjustments:		(-$1,618)	
a) Decreased Office Expense - (-$767)			
b) Decreased utilization of rental equipment, microfilm services, and equipment maintenance - (-$1,023)			
c) Decreased Disability Retirement Physicals from 15 in the current year to 12 in 1976-77 - (-$450)			
d) Minor adjustments - $622 $401 in communications; $195 in transportation; $21 in travel; and $5 in compensation insurance.			
Total Services & Supplies			$15,013
FIXED ASSETS			
7. Decrease in fixed asset requirement No request is made for 1976-77 and the decrease represents the current year amount.		(-$983)	
Total Fixed Assets			(-983)
Total Expenditures			21,445
REVENUE			
8. Increased Reimbursement from Retirement Fund to reimburse County General Fund for increased administrative expenditures			$21,445
Net County Cost			0

BUDGET HIGHLIGHTS

115 - Retirement

Description	Net County Cost
SALARY & BENEFIT ADJUSTMENTS & RESERVE	$15,000

Mid-year adjustments in salaries and benefits account for $5,500 of the projected increase. The adjustments include $2,000 for salary increases and $1,100 for benefit adjustments required by changes in social security and retirement rates. A decrease of $2,133 in salary savings accounts for the remainder of the $5,500 increase mid-year salary adjustments. A salary reserve of $9,500 is included to provide for anticipated increases and to indicate the relation of anticipated expenditures to the budget ceiling of $193,826 imposed on this budget unit by State statute.

AUTOMATED ACCOUNTING SYSTEM	$9,000

The increase of $9,000 includes a $7,000 increase in data processing charges to support the operation of the retirement accounting system which is now largely manual. The remaining $2,000 represents funding for a part-time position to assist in the conversion of the manual system. These increased costs are expected to be offset by increased efficiency and the complimentary savings of staff time. The office staffing structure will be reviewed upon the completion of the new accounting system.

REIMBURSEMENT FROM RETIREMENT FUND	(-$22,000)

Revenue received from the Retirement Fund will be increased to fully offset the increased operational costs incurred by the General Fund. No net County financing will be required.

GENERAL SERVICES AGENCY

BUDGET UNIT SUMMARY REPORT

116 - Records Services

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 181,934	$ 190,585	$ 189,075	$ 7,141	3.9
SERVICE & SUPPLIES	65,234	101,485	101,474	36,240	55.6
OTHER CHARGES					
FIXED ASSETS	4,395	1,600	1,600	(2,795)	(63.6)
EXPENDITURE TRANS, & REIMBS.	- 55,853	-62,036	-62,036	- 6,183	-11.1
TOTAL EXPENDITURES	195,710	231,634	230,113	34,403	17.6
REVENUE					
NET COUNTY COST	195,710	231,634	230,113	34,403	17.6
MAN-YEARS	15.73	16.37	16.37	.64	.04

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Images Duplicated	5,625,945	6,065,400	6,065,400	439,455	7.8
Images Processed	2,751,051	4,584,989	4,584,989	1,833,938	66.6
Files Accessed	6,000	6,000	6,000	0	0
Cubic Feet Destroyed	8,713	5,000	5,000	(3,713)	(42.6)
Vehicle Stops	63,504	74,088	74,088	10,584	16.7
Miles Driven	151,107	177,302	177,302	26,195	17.3

DISCUSSION SUMMARY

The Records Services Division of the General Services Agency performs the following functions:

Microfilm Section - provides microcopy service to those departments with records requiring long-term retention.

Records Section - provides a depository for County records requiring 2 to 12 years retention; destroys and disposes of confidential and expired records.

Messenger Service - provides a responsive scheduled messenger service for the pick-up and delivery of internal County Agency and Department correspondence.

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. Increase in Messenger hours from 1,432 to 2,682 hours providing prompt delivery of materials from Reprographics Services to the departments. Currently, departments have to call for their printed materials themselves.	.64	$ 5,675
2. Reclassification of the Chief, Records Services to an Administrative Services Assistant I realized an increase in salary from $14,472 to $16,116.		1,644
3. Increase in salary savings from 4.60 to 5.25%, based on current-year experience.		(1,413)
4. Increase in differentials from $0 to $487 provides for the appointment of an existing Messenger to a Lead Messenger for spot checking routes, training and investigation of departmental complaints.		487
5. Miscellaneous employee benefit changes.		748
Subtotal - Salaries and Employee Benefits		$ 7,
SERVICES AND SUPPLIES		
6. New account for Reprographics services. Funds are required for the printing of the QIC Code Directory, $2,000, and printed forms for microfilming, $100.		2,100
7. Increase in transportation - motor vehicle account from $22,707 to $40,681 due to an increase in motor vehicle rates, mileage increase due to new routes and two additional vans.		17,974
8. Increase in Special Departmental Expense from $12,000 to $15,821 is for the required supplies for the new Planetary Camera.		3,821
9. New account for allocation of overhead expenses - GSA Administration		12,934.

SERVICES AND SUPPLIES (Contd)		Man-Years	Amount	
10. Miscellaneous changes:				
-Office Expense	$ (300)			
-Small Tools	(60)			
-Maintenance-Equipment	501			
-Communications	(45)			
-Memberships	(37)			
-Professional & Specialized Services	(582)			
-Compensation Insurance	34			
-Household Expense	(100)			
	$ (589)		$ (589)	
Subtotal - Services and Supplies				$ 36,240
FIXED ASSETS				
11. Decrease in this account from $4,395 to $1,600 based on fewer items of new equipment needed for fiscal year 1976-77			(2,795)	
Subtotal - Fixed Assets				(2,795)
EXPEND. TRANSFERS AND REIMBURSE				
12. Increase in this account from $55,853 to $62,036, based on estimated increase in microfilming for departments and activities.			-6,183	
Subtotal - Expend. Transfers & Reimburse				-6,183
Total Expenditures		.64		34,403
Net County Cost		.64		$ 34,403

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Increased Messenger Hours	.64	$ 5,675

The Records Services Division of Central Services Department is concerned with fulfilling their obligation of rapid and thorough delivery service of printed materials from Reprographics.

Currently, there are five methods of delivery of printed materials, none of which are reliable or consistent: Messenger Service delivery; Clerk II delivery; stores truck delivery; departmental pickup; personal delivery. Four, part-time messengers are currently budgeted. An additional 1,250 hours would provide an average of five hours per day delivery time for the Reprographics Division. Thus, available manpower is utilized more effectively, no training is required, and it would be more cost effective.

Reclassification of Chief, Records Services 1,644

The Chief, Records Services, was reclassed to an Administrative Services Assistant I. The Personnel Department and the General Services Agency agreed that the position of Chief, Records Services, encompassed more than records retention. The duties included the administration and supervision of the Microfilming Section and Messenger Services. It was also found that Alameda County's Chief, Records Services, was not comparable to like classifcations in other jurisdictions because of the extended duties.

To retain the upward movement possibilities, the positions was reclassed to the Administrative series.

Transportation - Messenger Service 17,974

Of the $40,681 recommended in this budget, all but $450 is for the Messenger Service. The Messenger Service is the most visable of all general services functions and for many departments, the most important. Last year, the Messenger Service was reorganized; one position was added and one position was used full time; new sorting bins , and a delivery system called QIC Code were installed to meet the growing demands; yet, still many complaints are received regarding the level of service. The workload data shows dramatic increases in the demand for messenger service. It is estimated that there will be a 16.7% increase in the next fiscal year in vehicle stops to a total of 74,088, and a 17.3% increase in miles driven to a total of 177,302 annual miles. This increase in workload will be reflected in the Transportation account. In addition, the costs of maintaining the vehicles, including labor, parts, gas, and oil, has increased.

ACTIVITY	MAN-YEARS	AMOUNT

Both of these factors have caused an increase of 79.1% in this account.

As time constraints become greater and routes are established to meet increasing demands, it can be expected that costs will also rise.

dministrative Charges $ 12,934

he General Services Agency Administration computed the overhead xpenses of administrative and financial services provided to the gency departments and is charging accordingly. This is a new llocation. Such a charge will insure full reimbursement for all ubvented programs.

redits $ -6,183

ll costs for microfilming are charged back to the using departments. s the costs for these services increase, the credits to the depar- ents increase. The costs of supplies for microfilming are recom- ended to increase by $3,821 and together with salary increases, this ill realize an increase in Credits of $-6,183.

GENERAL SERVICES AGENCY

BUDGET UNIT SUMMARY REPORT

117 - Purchasing Agent

FORM 104-B

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 418,683	$ 475,802	$ 454,378	$ 35,695	8.5
SERVICE & SUPPLIES	77,347	185,913	184,234	106,887	138.2
OTHER CHARGES					
FIXED ASSETS	4,372	10,470	5,961	1,589	36.3
EXPENDITURE TRANS, & REIMBS.	0	-1,118	-1,118	-1,118	-
TOTAL EXPENDITURES	$ 500,402	$ 671,067	$ 643,455	$ 143,053	28.6
REVENUE	44,425	41,373	41,373	(3,052)	(6.8)
NET COUNTY COST	455,977	629,694	602,082	146,105	32.0
MAN-YEARS	28	32	30	2	7.1

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Requisitions Received	36,585	39,878	39,878	3,293	9.0
Purchase Orders Issued	32,377	34,320	34,320	1,943	6.0
Items Received in Salvage	1,720	1,840	1,840	120	6.9
Items Transferred	1,800	1,890	1,890	90	5.0
Salvage Sales	37	40	40	3	8.1

DISCUSSION SUMMARY

The Purchasing Agent performs the following functions:

Purchasing - procures materials and equipment required by County departments.

Property & Salvage - maintains an up-to-date inventory of all County equipment; utilizes salvaged items; sells all surplus, obsolete property of no value to the County.

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. One additional Clerk II position was recommended to assist in clerical operations such as preparing purchase orders and bids, filing completed requisitions and performing general clerical functions.	1.0	$ 11,073
2. Two positions were reclassed mid-year, a Clerk II to a Lead Clerk and a Specialist Clerk to a Buyer's Assistant.	-	2,222
3. One position of Specialist Clerk was transferred from the Stores budget to the Purchasing budget to operate the keypunch machine for input of bids and purchase orders into the interactive computer system.	1.0	12,135
4. Decrease in salary savings from 6.00% to 4.00%, based on current year experience.		6,559
5. Decrease in overtime from $2,682 and $2,166 is based on current year experience and is used as payment for employees working the County vehicle auction.		(516)
6. Adjustments in employee benefits.		4,222
Subtotal- Salaries & Employee Benefits		$ 35,695
SERVICES AND SUPPLIES		
7. Increase in office expense from $18,583 to $21,560 is based on current year experience plus 10% for inflation, postage increases, necessary EDP forms, less the Reprographics costs which were transferred to Account 3112 .		2,977
8. New account for Reprographics Services previously charged to office expense.		1,710

SERVICES & SUPPLIES (contd)	Man-Years	Amount	
9. Increase in transportation - motor vehicle from $10,718 to $15,126 because of the increase in motor vehicle rates.		$ 4,408	
0. Increase in the travel account from $762 to $1,500 because a trip to an auction school has been recommended. This school is to be attended by the Salvage Manager.		738	
1. Increase in rents and leases-equipment, from $7,287 to $11,678 because of the increase in Xerox charges and the current year appropriation was insufficient to meet the needs of the department.		4,391	
2. New allocation for administrative and financial services chargeback from GSA Administration. This is not a net general fund cost but rather a reallocation of costs to insure full recovery of funds from subvented programs.		93,871	
3. Miscellaneous changes:			
- Maintenance-equipment		$ (213)	
- Communications		(399)	
- Memberships		(135)	
- Special Departmental Expense		(500)	
- Compensation Insurance		39	
		(1,208)	
Subtotal - Services & Supplies			$ 106,887
XED ASSETS			
4. Increase in this account from $4,372 to $5,961 due primarily to the silver recovery unit required for the new health facility.			
Subtotal - Fixed Assets			1,589
XPEND. TRANSFERS AND REIMBURSE			
5. New allocation for charges to non-IGS departments for Xerox usage.			
Subtotal- Expend, Transfers and Reimburse			-1,118
Total Expenditures			$ 143,053

	Man-Years	Amount	
REVENUE			
16. Decrease in farm subsidy because the lambs were disposed of and no sugar beets were planted.		$ (625)	
17. New allocation for other charges for current services is the charge to the IGS departments for use of the Xerox machine.		973	
18. Increase in sale of equipment from $8,500 to $9,200 is because of an anticipated increase in sale of general fund vehicles.		700	
19. Increase in sale of personal property from $12,800 to $16,200 depends on silver price and volume of tab cards sold.		3,400	
20. Decrease in sale of produce from $22,500 to $15,000 is based on the estimated sale of feeder pigs and that no sugar beets were planted.		(7,500)	
Subtotal - Revenue			$ (3,0
Net County Cost	2.0		$ 146,1

BUDGET HIGHLIGHTS

CTIVITY	MAN-YEARS	AMOUNT
hanges in Clerical Staffing	2.0	$ 25,430
) Additional Clerk	1.0	$10,979

ne additional position of Clerk II has been recommended for fiscal ear 1976-77. The purchasing activity has grown substantially in he past nine years without supplementation of the general clerical taff. Insufficient clerical help has caused backlogs in filing of equisitions, bids and purchase orders, lost records and errors in rocessing. The result has been increased inefficiency and deteriora- ion of departmental and vendor relationships.

ith the streamlining of office procedures and an automated data pro- essing system, the clerical staff was reduced from 7 positions in 1958 o 5 positions in 1966, and 4 positions in 1972-73. Using the follow- ng documents as a work measurement unit, we can visualize the increase n workload from 1972-73 to 1975-76.

	1972-73	1975-76	% Change
1. Requisitions received	26,669	36,585	37.2%
2. Bids issued	3,248	3,155	(2.8)
3. Purchase orders issued	26,403	32,377	22.6
4. Purchase order total changes issued	1,163	1,247	7.2
Total	57,483	73,364	27.6

hese documents are handled in various ways by the clerical staff, everal times throughout the course, from the buying staff to the iling of a completed document.

The present staff has been augmented with occasional help from buyer's assistants when backlogs occur. Although the Purchasing Department requested three additional clerical positions, only one was recommended. The new EDP system being implemented by the Purchasing Department will relieve some of the substantial workload increase mentioned above.

b) Transfer and Reclassification	1.0	$14,451

ne position of Specialist Clerk was reclassed mid-year to a buyer's assistant position. Another position of Specialist Clerk is being transferred from Department 119, Stores, because of the installation of the interactive computer system. This position will input data by CRT terminal providing better service to the Purchasing function. This position was transferred in 1972 to Department 119, Stores, to operate a keypunch machine input of bids and purchase orders to computer in a centralized environment.

A Clerk II position is being reclassed to a Lead Clerk position to augment supervision in the clerical area.

ACTIVITY	MAN-YEARS	AMOUNT
Increase in Operational Costs		$ 93,871

A new allocation for administrative and financial services charge-back from the General Services Agency Administration has been included for fiscal year 1976-77. This is not a net general fund cost, but rather a reallocation of costs to insure full recovery of funds from subvented programs.

Decrease in Revenue		(3,052)

There is an anticipated decrease in revenue for 1976-77. The lambs were disposed of and no sugar beets were planted. Although 1975-76 was a good year for the sale of feeder pigs, the estimate for 1976-77 is $7,500 less.

GENERAL SERVICES AGENCY

BUDGET UNIT SUMMARY REPORT

FORM 104-6

118 - Reprographics

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 233,763	$ 269,697	$ 251,421	$ 17,658	7.6
SERVICE & SUPPLIES	212,994	284,138	297,404	84,410	39.6
OTHER CHARGES	0	24,687	31,851	31,851	-
FIXED ASSETS	11,550	8,350	8,350	(3,200)	(27.7)
EXPENDITURE TRANS, & REIMBS.	-401,658	0	0	-401,658	-
TOTAL EXPENDITURES	$ 56,649	$ 586,872	$ 589,026	$ 532,377	939.8
REVENUE	16,000	578,522	580,676	564,676	3529.2
Fixed Assets Revenue			0	0	
NET COUNTY COST	40,649	8,350	8,350	(32,299)	(79.5)
MAN-YEARS	16.0	18.0	17.0	1.0	6.3

PERFORMANCE SUMMARY

	1977-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Impressions	52,775,000	54,600,000	54,600,000	1,825,000	3.5
Mailing/Inserting	1,055,500	1,110,000	1,110,000	54,000	5.2

DISCUSSION SUMMARY

The Reprographics Division of the General Services Agency provides a wide variety of printing and bindery services to all County Departments and Agencies through consultive planning and actual production.

SUMMARY OF CHANGES

SALARIES AND EMPLOYEE BENEFITS	Man-Years	Amount	
1. An additional position of Offset Duplicating Technician was recommended to augment the staff in the Camera Section.	1.0	$ 13,748	
2. Decrease in Salary Savings, from 2.50% to 1.25% is based on actual experience. A majority of the staff are on flat rate salaries.	-	2,093	
3. Increase in overtime from $5,034 to $6,000 is required to process time-dated projects, such as County Tax Bills, Homeowners' Exemption, Forms, and the Budget Message.		966	
4. Adjustment in Employee Benefits	-	851	
Subtotal- Salaries and Employee Benefits	1.0		$ 17,658
SERVICES AND SUPPLIES			
5. New allocation for Reprographics Services for new work orders and time records required for IGS account.		500	
6. Increase in Maintenance-Equipment, from $14,047 to $14,900 includes an estimated 6% to 7% increase in the cost of maintenance contracts and services required for plant equipment.		853	
7. Increase in Transportation-Motor Vehicle from $144 to $380 is required for mileage for the Chief, Reprographics Division.		236	
8. Decrease in Special Departmental Expense from $173,000 to $35,418 because Reprographics is transitioning to an IGS Fund and $195,782 has been transferred to Account 3183 Supplies IGS Account. Inflationary increases of $22,700 were included as well as the anticipated savings of $20,000 because of the additional position of Offset Duplicating Technician.		(137,582)	

	Man-Years	Amount
SERVICES & SUPPLIES (Contd)		
9. Transfer of $195,782 from Account 3391, Special Departmental Expense, to cover the cost of inventory items sold under IGS accounting system.		$ 195,782
10. Increase in the costs for Data Processing Services from $1,071 to $2,009 per the Data Processing Department's estimate.		938
11. New allocation for administrative and financial services chargeback from GSA Administration. This is not a net general fund cost, but rather a reallocation of costs to insure full recovery of funds from subvented programs.		23,089
12. Miscellaneous changes		
- Laundry		$ 80
- Office Expense		103
- Communications		53
- Memberships		(12)
- Travel		50
- Compensation Insurance		320
		594
Subtotal - Services and Supplies		$ 84,410
OTHER CHARGES		
13. Because Reprographics is being transitioned into an IGS Accounting System, there are new allocations for depreciation of shop equipment, machines, furniture and fixtures- IGS. Also included are County indirect costs per the Auditor's estimate.		
Subtotal - Other Charges		31,851
FIXED ASSETS		
14. Decrease in fixed assets from $11,550 to $8,350 due to a lessened need for new equipment this year.		
Subtotal - Fixed Assets		(3,200)

	Man-Years	Amount
EXPEND. TRANSFER AND REIMBURSE.		
15. This account was replaced by Revenue Accounts 7214 and 7215 for IGS Fund Accounting		
Subtotal- Expend. Transfer and Reimburse.		$ -401,658
Total Expenditures		$ 532,377
REVENUE		
16. Increase in Revenue from $16,000 to $580,676 as Repropgraphics Services is being transitioned to an IGS Fund. Included are expected revenues from printing and bindery services and revenues from sale of materials.		
Subtotal - Revenue		564,676
Net County Cost	1.0	$(32,299)

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Additional Position	1.0	$ 13,748

An additional position of Offset Duplicating Technician was recommended to augment the staff in the Camera Section. The person currently in this position is a capable technician, but in attempting to cover all of the work stations in the Camera Section, is unable to meet the requested daily volume. When press plates are not available, workers from other sections such as Pressroom, are required to do fill-in duty, creating a cycle of reduced production volume. As a stop-gap measure, some of the operations must be procured from outside sources at a cost of approximately $2,200 - $2,500 per month for these services. $20,000 has been subtracted from the Special Departmental Expense Account because less work will need to be done by outside contract work. There has been an increase of 5.8% in workload from 51,599,805 in 1974-75 to an estimated 54,600,000 impressions in 1976-77.

Increase in Cost of Supplies 58,200

Based on current year experience with the cost of paper supplies escalating, an increase of $58,200 was recommended for Supplies- IGS. Although $173,000 was budgeted in 1975-76, expenditures are estimated at $227,000 or $54,000 over the budgeted amount.

Due to the transitioning of Reprographics Services to an IGS Fund Account, $195,782 was transferred to Account 3183 - Supplies IGS, decreasing the Special Departmental Expense Account by $137,582. The Supplies- IGS Account covers the cost of inventory items sold under IGS Accounting System.

The net increase of $58,200 includes an inflationary factor of 10% amounting to $22,700, as well as $20,000 anticipated savings because of the recommended Offset Duplicating Technician position.

The following is a breakout of current year expenditures and savings:

Current Year Expected Expenditure:	$ 227,000
Add: 10% For Inflationary Increases	22,700
Add: Materials for New Position	1,500
Less Savings on Outside Services Due to New Position	$ 251,200 20,000
Total Expense	$ 231,200
Less Transfer to Supplies - IGS Account 3183	195,782
TOTAL	$ 35,418

ACTIVITY	MAN-YEARS		AMOUNT
Changeover to IGS Accounting System		Appropriation	$433,509
		Revenue	564,676

An new allocation of $31,851 was included in the recommended budget for the depreciation of shop equipment and machines and the depreciation of furniture and fixtures- IGS. Included are County indirect costs of $19,785 per the Auditor's estimate.

Credit for interdepartmental services rendered of $401,658 has been replaced by Revenue Accounts 7214 and 7215 for IGS fund Accounting.

Revenues have increased from $16,000 in 1975-76 to an anticipated $580,676 in 1976-77 because Reprographics Services is being transitioned to an IGS Fund Account. Included are expected revenues from printing and binding services and revenues from sales of materials.

GENERAL SERVICES AGENCY
BUDGET UNIT SUMMARY REPORT
119 - Stores

FORM 104-B

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 534,220	$ 560,003	$ 526,973	$ (7,247)	(1.4)
SERVICE & SUPPLIES	222,824	258,028	255,821	32,997	1.5
OTHER CHARGES	1,500	1,500	1,500	0	0
FIXED ASSETS	19,920	34,363	23,430	3,510	17.6
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	778,464	853,894	807,724	29,260	3.8
REVENUE					
NET COUNTY COST	$ 778,464	$ 853,894	$ 807,724	$ 29,260	3.8
MAN-YEARS	39.00	41.00	39.00	0	0

PERFORMANCE SUMMARY

	1975-76	1976-77			
Warehousing	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Total Line Items Issued/ Received	177,192	185,084	185,084	7,892	4.5
Total Line Items Per Truck Driver	35,438	37,160	37,160	1,722	4.9
Accounting					
Total Documents Processed	31,099	32,283	32,283	1,184	3.8
EDP Operations					
Total Documents/Items Processed	258,704	192,704	192,704	-(66,000)	-(25.5)

DISCUSSION SUMMARY

The Stores Division of the General Services Agency provides a responsive and efficient warehousing and distribution service in support of County Departments and activities furnishing common use items with a minimum investment.

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. Decrease of one position, Materials Specialist, which was transferred to General Services Administration to manage the electronic data processing function for GSA.	(1.0)	$ (19,768)
2. Decrease of one EDP Equipment Operator II which was transferred to General Services Administration and will be responsible for the actual operation of EDP equipment for the Agency.	(1.0)	(13,295)
3. Decrease of one Specialist Clerk which was transferred to the Purchasing Agent Department.	(1.0)	(12,032)
4. An additional Clerk II position was recommended to augment the clerical staff. This individual will sort and file documents and process records.	1.0	10,979
5. Two additional Supply Clerk II positions were recommended to handle the increased workload in the Stores warehouses at Santa Rita. The projected workload in this location is 85,469 line items, an increase of 25% over 1973 when the last Supply Clerk was added.	2.0	25,609
6. Salary Savings increased from 2.06% to 2.56% based on current experience.		(2,084)
7. Overtime increased from $522 to $768 for payment of overtime at premium rate to Storekeeper I and Supply Clerks when they inventory the Oakland/Niles Garage locations.	-	246
8. Increase in employee benefits reflects increases in health insurance.		3,098
Subtotal - Salaries and Employee Employee Benefits	0	$ (7,247)

	Man-Hours	Amount
SERVICES AND SUPPLIES		
9. Decrease in office expense from $5,827 to $1,073 is due to the transfer of EDP Operations to the General Services Administration. Reprographics charges were transferred to Account 3112.		$ (4,754)
10. New account for Reprographics services previously charged to office expense. This allocation is necessary for the printing of the new Stores catalog and for printing source documents.		1,600
11. Increase in Communications from $7,654 to $9,178 is based on current year experience.		1,524
12. Increase in Transportation - Motor Vehicles from $37,913 to $40,919, based on the new rates being charged by the Motor Vehicle Department.		3,006
13. Decrease in Rents and Leases - Equipment, from $47,500 to 0 because the EDP processing operation is being transferred to General Services Administration.		(47,500)
14. New account for chargeback to GSA Administration for administrative and financial services. This is not a net general fund cost, but rather a reallocation of costs to insure full recovery of funds from subvented programs.		80,074
15. Miscellaneous changes:		
- Household Expense	$ 50	
- Small Tools	3	
- Maintenance - Structures	130	
- Maintenance -Equipment	(223)	
- Utilities	413	
- Transportation	(50)	
- Special Departmental Exp.	40	
- Compensation Insurance	(1,316)	
		(953)
Subtotal - Services and Supplies		$ 32,997

	Man-Years	Amount	
FIXED ASSETS			
16. Increase in fixed assets from $19,920 to $23,430 due to additional equipment necessary in the data processing storeroom of the County Administration Building.		$ 3,510	
Total Expenditures			$ 29,260
Net County Cost	0		$ 29,260

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Transfer of EDP Operations	(2.0)	$(84,817)

Two positions, a Materials Specialist and an EDP Equipment Operator II, were transferred out of the Stores Division budget to the General Services Agency Administration budget. These positions were involved in the Agency's EDP operations.

The Materials Specialist will manage the electronic data processing function for GSA. The EDP Equipment Operator II will be responsible for the actual operation of EDP equipment for the Agency.

Operational costs decreased because the EDP function transferred to the Agency's Administration budget. Office expense decreased by $4,254 because supplies necessary to the EDP operationwere transferred. These supplies include tab cards, forms and ribbons. The rents and leases-equipment account was decreased by $47,500 because the use of the EDP equipment has been transferred to the GSA Administration budget.

Workload Increase	3.0	36,588

Two additional positions of Supply Clerk II were recommended to handle the increased workload in the Stores warehouses at Santa Rita. The projected workload in this location is 85,469 line items. Eight Supply Clerk II positions are currently authorized and with the two additional positions of Supply Clerk II, the staff will total ten.

An acceptable workload/per Storekeeper position is 7,500 to 8,000 line items annually. In 1975, the average line items per Storekeeper is estimated at 10,188. The average line items per Storekeeper for 1976-77 is estimated at 8,547. This estimate appears to be over the acceptable workload level, but handling equipment, such as forklifts, conveyor belts and other mechanical equipment to augment the staff, 8,547 line items/per Storekeeper is acceptable.

The following chart is a breakout of workload increases from 1973 to the projection for 1976:

Calendar Years	Storekeeper Positions	Total Line Items Handled	Average Line Items per Storekeeper
1973	8.5	67,898	7,988
1974	8.5	74,833	8,804
1975	8	81,502	10,188
1976	10.0	85,469	8,547

ACTIVITY	MAN-YEARS	AMOUNT

One Clerk II was recommended because of an increase in the number of documents processed and to be filed. The Clerk II assigned to the Stores Division currently can no longer maintain the files and perform the duties of editing requisitions and checking of invoices. The recommended Clerk II position will sort and file documents and process records.

The following chart indicates the increase each year in the number of docuemtns to be filed:

Year	Documents Filed	% Increase
1971	36,869	
1972	39,451	7%
1973	44,845	13%
1974	49,315	9%
1975	53,945	9%

Transfer of Specialist Clerk (1.0) $ -(12,032)

One position of Specialist Clerk was transferred from the Stores Division to the Purchasing Agent Department. This position was transferred in 1972 to the Stores Division to operate a keypunch machine for input of bids and purchase orders to the computer in a centralized environment. With the new interactive computer system installed, the position is being transferred back to the Purchasing Department because decentralized data input by CRT termination provides better service to the Purchasing function.

Equipment for Data Processing
Center Storeroom 7,475

The General Services Agency prepared a study on the storage of back-up stock in the Data Processing Center storeroom. It was found that one individual could not and should not be left to handle the stock without mechanical equipment. One small forklift, pallet racks and roll ladder have been recommended for use in the DPC storeroom, at a cost of $7,475. A year ago, this function was handled by the Auditor's Office with one full-time stock clerk. Currently, the work is handled by a stock clerk who spends only 2 hours per day to complete the duties required. The additional equipment is necessary to keep the staffing at this minimum level.

Overhead Charges 80,074

A new allocation for chargeback to the General Services Agency Administration for administrative and financial services has been recommended. This is not a net general fund cost, but rather, a reallocation of costs to insure full recovery of funds from subvented programs.

BUDGET UNIT SUMMARY REPORT

120 - Central Collections

FORM 104-6

DESCRIPTION	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 799,818	$ 851,687	$ 836,286	$ 36,468	4.6
SERVICE & SUPPLIES	198,452	236,830	236,782	38,330	19.3
OTHER CHARGES					
FIXED ASSETS	1,337	2,700	2,700	1,363	101.9
EXPENDITURE TRANS. & REIMBS.	(869,728)	(1,029,917)	(1,029,917)	(160,189)	18.4
TOTAL EXPENDITURES	129,879	61,300	45,851	(84,028)	(64.7)
REVENUE	6,630	0	0	(6,630)	(100.0)
NET COUNTY COST	123,249	61,300	45,851	(77,398)	(62.8)
MAN-YEARS	62.5	64.0	63.5	1.0	1.6

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
DELINQUENT ACCOUNTS	12,947	14,965	14,965	2,018	15.6
CURRENT ACCOUNTS	10,132	11,753	11,753	1,621	16.0
GENERAL ACCOUNTS	8,525	8,850	8,850	325	3.8
ACCOUNT TOTAL	31,604	35,568	35,568	3,964	12.5

DISCUSSION SUMMARY

Central Collections processes accounts receivable for County Departments having large programs which require the collection of money. Bills which are not paid on time are subject to follow-up by Central Collections. Accounts administered by Central Collections include probation fines, reimbursement for the care of juveniles, responsible relative payments for welfare recipients and past-due accounts for services provided by County medical facilities.

SUMMARY OF CHANGES

The decrease of $77,398 may be summarized as follows:

	Man-Years	Amount	
SALARIES AND EMPLOYEE BENEFITS			
1. Additional 6 months' funding for a clerical position authorized in the current year 1/2 time to assist in processing medical accounts transferred from County hospitals. These accounts will increase by 2,000 in 1977 from 14,000 in the current year to 16,000 in the next fiscal year.	.5	$ 4,692	
2. Six months' funding for a Collection Enforcement Deputy to initiate a pilot program in the collection of inactive secured judgement accounts. This will represent a new collection effort which represents a new source of revenue. The performance of the program will be reviewed prior to the 1977-78 fiscal year.	.5	6,816	
3. Salary savings decrease from $65,856 in the current year to $52,031 based on current year expenditure experience.		13,825	
4. Salary and benefit adjustments as follows:		11,135	
- Mid-year salary adjustment		$ 60	
- Retirement & FICA increases based on increased contribution rates		10,595	
- New positions health insurance		480	
Subtotal - Sal. & Emp. Bft.	1.0		$ 36,468

	Man-Years	Amount	
SERVICES AND SUPPLIES			
5. Data Processing charge increase based on the initiation of a new automated collections system designed to improve account management and result in a higher collection of revenue.		$33,335	
6. Increased Communications charges based on a projection of current expenditures.		3,817	
7. Miscellaneous account adjustments based on current year expenditure patterns.		1,178	
Subtotal - Services and Supplies			$ 38,330
FIXED ASSETS			
8. Typewriter and microfiche reader/printer to accompany the implementation of the automated management collection system. This equipment will replace old and worn equipment.		$ 2,700	
9. Less current year allocation		(1,337)	
Subtotal - Fixed Assets			$ 1,363
EXPENDITURE REIMBURSEMENTS			
10. Increased service charges to Welfare, Probation, and Health Care Services: - Current year salary increases. - Time study completed mid-year. - Increased expenditures recommended in 1976-77.		(160,189)	
Subtotal - Expenditure Reimbursements			($160,189)
Total Expenditures			($ 84,028)

	Man-Years	Amount
REVENUE		
11. Decrease based on new procedure whereby Sheriff no longer charges fee for civil process and costs will no longer be credited as revenue upon collection.		($ 6,630)
Net County Cost	1.0	($77,398)

BUDGET HIGHLIGHTS

Activity	Man-Years	Amount
Additional Positions	1.0	$11,508

Six months' funding is recommended for a 1/2-time position approved in the current year to assist in processing medical collections transferred from County Hospitals. These accounts will increase by 2,000 or 14 percent in the next fiscal year from 14,000 to 16,000. The remaining six months' funding is recommended for a Collection Enforcement Deputy to initiate a pilot program in the collection of inactive secured judgements. The new management collection system allows the orderly processing of these accounts which have not previously been collected. This new source of revenue is expected to fully cover the cost of the pilot program. The program will be evaluated to determine if it should be continued on a permanent basis.

Salary and Benefit Increases $25,000

Salary savings will decrease by $14,000, from $66,000 to $52,000, based on the current year experience of lower than anticipated turnover. In addition, retirement and FICA contributions will increase by $11,000, from $98,000 to $109,000, based on rate adjustments which occurred mid-year.

Automated Management Collection System $35,000

A new automated collection system will be initiated in the forthcoming fiscal year. This system will improve the accuracy and timeliness of information upon which collections are made. The system will greatly improve the management of collection data and is expected to have a significant impact on accounts processed and revenues collected. Data Processing costs will increase $33,000, from $54,000 to $88,000, and support equipment represents the remaining $2,000 increase.

Expenditure Reimbursement Increase ($160,189)

Charges for collection services will increase from $869,728 in the current year to $1,029,917 in the next fiscal year. Charges are made to Welfare, Probation, and Health Care Services on the basis of a time study recently completed. The recommended increases reflect expenditure increases recommended in the budget as well as salary increases in the current year.

BUDGET UNIT SUMMARY REPORT

125 - County Counsel

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$704,331	$753,864	$799,355	$ 95,024	13.5
SERVICE & SUPPLIES	88,317	107,386	112,784	24,467	27.7
OTHER CHARGES					
FIXED ASSETS	3,121	2,780	2,780	(341)	(10.9)
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$795,769	$864,030	$914,919	$119,150	15.0
REVENUE	$ 42,000	$ 50,000	$ 95,819	$53,819	128.1
NET COUNTY COST	753,769	814,030	819,100	65,331	8.7
MAN-YEARS	28.00	29.00	30.5	2.5	8.9

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
COMPLAINTS AND PETITIONS	1,391	1,712	2,246	534	31.2
MAN-DAYS IN COURT	180	314	383	69	22.0
ORDINANCES PREPARED	234	281	242	(39)	(13.9)
RESOLUTIONS PREPARED	785	902	593	(309)	(34.3)
CONTRACTS PREPARED	258	349	189	(160)	(45.9)
APPELLATE BRIEFS	26	35	29	(6)	(17.1)

DISCUSSION SUMMARY

County Counsel's Office provides legal services to the Board of Supervisors, County agencies and departments, school districts, and some special districts.

SUMMARY OF CHANGES

The increase of $65,331 may be summarized as follows:

		Man-Years	Amount	
SALARIES AND EMPLOYEE BENEFITS				
1.	Addition of 2 Deputy County Counsel positions, increasing attorney positions from 18 to 20.	2.0	$62,209	
2.	Deletion of 1 legal stenographer position, reducing the number of non-professional positions from 11 to 10. (See item 5)	(1.0)	(11,538)	
3.	Add 1 Deputy County Counsel and .5 Legal Stenographer for legal services to school districts engaged in collective bargaining under SB 160 (1975).	1.5	36,873	
	- Deputy County Counsel $31,104			
	- .5 Legal Stenographer 5,769			
4.	Benefit Increases		7,480	
	- Retirement up 11.4% $6,563			
	- FICA up 4.0% 760			
	- Health up 0.1% 25			
	- Other 132			
	Subtotal - Sal. & Emp. Bnft.	2.5		$ 95,024
SERVICES AND SUPPLIES				
5.	Lease of 3 IBM Magnetic Card II typewriters in lieu of 1 legal stenographer. (See item 2)		$11,018	
6.	Increase in office expense and insurance for legal services to school districts engaged in collective bargaining under SB 160 (1975)		5,397	
	- Office expense $5,369			
	- Insurance 28			

	Man-Years	Amount	
SERVICES AND SUPPLIES (Cont.)			
7. Miscellaneous Increases		$ 8,052	
- Xerox charges up 20% from $10,140 to $12,168.	$2,028		
- Postage up 30% from $1,750 to $2,275.	525		
- Books up 23% from $8,000 to $9,840.	1,840		
- Supplies up 20% from $4,700 to $5,640.	940		
- Maintenance of equipment up 50% from $1,038 to $1,552, owing in part to new dictation equipment purchased in 1975-76.	514		
- Communications up 18% from $8,168 to $9,656.	$1,488		
- Other.	717		
Subtotal - Services and Supplies			$ 24,467
FIXED ASSETS			
8. Equipment for 2 new attorneys: desks, chairs, bookcase, and dictating equipment.		$ 1,988	
9. Three sections of "space-finder" filing system.		792	
Total Fixed Assets Recommended		$ 2,780	
Less current year allowed		(3,121)	
Total Increase in Fixed Assets			$ (341)
Total Expenditure Change Recommended			$119,150
REVENUE			
10. Increase in charges for legal services up 19% from $42,000 to $50,000.		$ 8,000	

	Man-Years	Amount
REVENUE (Cont.)		
11. Increase in charges for legal services to school districts engaged in collective bargaining under SB 160 (1975).		$45,819
Total Revenue		$-53,819
Net County Cost	2.5	$ 65,331

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Reduce Overtime	2	$ 62,209

In 1975, attorneys below the level of Assistant County Counsel worked 2,416 hours of overtime; this number will increase in 1976. These hours convert to 1.25 man-years. However, the department estimates that the additional 2 deputies will reduce overtime by no more than 50 percent, owing to the lack of experience of new employees.

This office is understaffed, based on comparisons with the 10 largest counties in the State. The table below using 1973-74 data shows that per capita expenditures for County Counsel is about the same in Alameda County, Los Angeles County, and San Diego County; but Santa Clara County's expenditures per capita are 50 percent higher than Alameda County's.

The comparisons are confirmed by comparing County Counsel expenditures as a percent of total County expenditures (see table below). Excepting Los Angeles County, Alameda County's expenditures for County Counsel, as a percent of total County expenditures, are the least of any of the 10 largest counties in the State.

BUDGET HIGHLIGHTS (Cont.)

County Counsel Expenditures

1973-74

( ) = Rank

	Per Capita	Counsel Expenditures As Percent of 1 Percent of Total County Expenditures
Los Angeles	(9) $ .52	(10) 16.4%
Orange	(10) .45	(5) 30.0
San Diego	(7) .53	(8) 26.2
Santa Clara	(4) .79	(3) 35.0
Alameda	(7) .53	(9) 22.7
Contra Costa	(6) .76	(7) 28.2
San Bernardino	(4) .79	(5) 30.0
Riverside	(2) 1.02	(2) 40.0
Sacramento	(3) .94	(4) 32.6
Ventura	(1) 1.06	(1) 49.0
Average	$ .74	29.6%

Automated Typing Equipment (1) $ 11,018

On the basis of experience in 1975-76 with typewriters having memory storage, County Counsel is proposing to delete one legal stenographer position and to lease three "magnetic card" typewriters. This equipment increases productivity and cuts costs.

BUDGET HIGHLIGHTS (Cont.)

ACTIVITY	MAN-YEARS	AMOUNT	
School District Collective Bargaining	1.5	Salaries & Benefits	$36,873
		Services & Supplies	5,397
			$42,270

In 1975, the Legislature enacted SB 160 (Chapter 960), providing for school district collective bargaining. Recognition elections will take place in most of the 22 school districts in Alameda County, and agreements will be negotiated to govern salaries, working conditions, and so forth. School districts have requested County Counsel to provide legal services (not including the negotiation of contracts).

The budget recommends 1 Deputy County Counsel position and 0.5 secretarial position to provide this service. The budget also provides for reimbursements from school districts to offset this cost.

Minor Changes $3,652

These changes include the following:

- Delete legal stenographer position ($11,538)
- Benefits 7,480
- Fixed Assets (341)
- Miscellaneous 8,051

Revenue -$53,819

Increases in charges for legal services (1) offset the cost of SB 160 and (2) increase 19% over the current level for other services.

Budget Hearing

[X] POLICY MATTER Number 1

[ ] POINT OF ISSUE

BUDGET UNIT NO. & TITLE	DEPARTMENT
125 County Counsel	

TITLE	AMOUNT
Workload Measures: Client Services	None

DESCRIPTION:

Issue: Should the Board instruct County Counsel to use "Hours per Client" to measure workload?

Facts: County Counsel measures workload by counting days in court, complaints filed, contracts and resolutions drafted, and similar categories of work.

Fiscal Implications: These workload measures are inadequate. They do not show who is benefitting from Counsel's work nor how much time Counsel uses to assist the Board, agencies, departments, school districts, and special districts.

Without that knowledge, it is impossible to make policy decisions regarding the allocation of resources to Counsel and the distribution of resources within Counsel's office.

Discussion: Counsel should keep records of the time spent for the benefit of each of his clients. Private law firms have to do this in order to bill clients and it should not be difficult for County Counsel to develop such a system.

The knowledge thus generated will reveal whether Counsel's staff is spending an inordinant amount of time on some clients. It will allow Counsel and the Board to determine whether to lower the level of service or increase the level of service for various clients. It may suggest areas in which legislation should be sought to shift or eliminate resources devoted to legal services. Finally, it will inform the Board of the reasons for growth in Counsel's budget request.

Recommendation: It is recommended that the Board instruct County Counsel to allocate to his clients the time spent by him and his staff in 1976-77 and to use this information in preparing the 1977-78 budget.

Budget Hearing

[X] POLICY MATTER Number 2

[ ] POINT OF ISSUE

BUDGET UNIT NO. & TITLE	DEPARTMENT
125 County Counsel	

TITLE	AMOUNT
School District Collective Bargaining--Legal Assistance	$34,000 Revenue

DESCRIPTION:

Issue: Shall County Counsel provide legal services to school districts under the new collective bargaining law?

Facts: In 1975, the Legislature enacted SB 160 (Chapter 960), providing for school district collective bargaining. Recognition elections will take place in most of the 22 school districts in Alameda County, and agreements will be negotiated to govern salaries, working conditions, etc. School districts have requested County Counsel to provide legal services (not including the negotiation of contracts).

Fiscal Implications: County Counsel cannot provide these services with present staff and has not requested staff to provide these services. (The two additional deputies recommended for 1976-77 will not provide SB 160 services.) At least 1 senior attorney would be required to provide SB 160 services, at a cost of $34,000 per year including salary and benefits but not including services, supplies, or equipment.

Discussion: School districts can hire private counsel to perform SB 160 services. However, it is probably more efficient for the County to do this work; much of it will be repetitious. It will save time if a single, experienced staff works with all the districts.

However, efficiency will be further improved if the school districts are billed for the cost of SB 160 services. Doing so will make them aware of costs and will encourage them to keep requests to a minimum. Moreover, identifying costs will support requests to the Legislature to reimburse local governments for their costs.

Recommendation: It is recommended:

1) That the Board instruct County Counsel to contract with school districts to provide SB 160 services;

2) That the Board instruct County Counsel to recover the direct and indirect costs of his office in providing these services; and

3) That County Counsel make a supplementary request for positions and appropriations to support these recommendations.

BUDGET UNIT SUMMARY REPORT

131 - PERSONNEL DEPARTMENT

FORM 104-6

FINANCIAL SUMMARY

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
SALARIES & EMPLOYEE BENEFITS	675,186	1,005,639	773,231	98,045	14.5
SERVICE & SUPPLIES	251,451	432,705	296,576	45,125	17.9
OTHER CHARGES					
FIXED ASSETS	3,225	15,340	3,995	770	23.9
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	929,862	1,453,684	1,073,802	143,940	15.5
REVENUE	36,033	32,863	32,863	(3,170)	(8.8)
NET COUNTY COST	893,829	1,420,821	1,040,939	147,110	16.5
MAN-YEARS	39.17	56.67	41.17	2.0	5.1

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Classification Actions	762	700	700	(62)	(8.8)
Applicants	11,500	12,000	12,000	500	4.4
. Written Exam Participants	6,319	6,500	6,500	181	2.9
. Oral Exam Participants	2,626	2,800	2,800	174	6.6
Compensation Claims	750	800	800	50	6.7
Certification Requests	2,292	2,400	2,400	108	4.7

DISCUSSION SUMMARY

The Personnel Department provides the following major functions for County Departments:

Recruitment & Examination - The department is responsible for recruiting personnel for the County and testing job applicants to determine those who are most qualified.

Classification - This department classifies all County jobs according to the duties and responsibilities assigned.

Occupational Health & Safety - This department administers health and safety programs for existing County employees.

SUMMARY OF CHANGES

SALARIES & EMPLOYEE BENEFITS	Man-Years	Amount
1. Mid-year deletion of the Shared Recruitment Program based on a performance evaluation and the ability of the Personnel Dept. to assume the function with existing resources.	(1.5)	(19,248)
2. Mid-year transfer of the Affirmative Action Program to the Office of the County Administrator pursuant to a recommendation set forth in the Personnel Practices Study.	(3.0)	(51,756)
3. Mid-year Board approval of two positions to perform the following functions:	2.0	42,732
a) Training Officer - This position will initiate a County-wide training program as recommended by the Personnel Practices Study.		
b) Employee Relations - This position will perform employee relations responsibilities formerly performed by the Assistant Director of Personnel. This will allow the Assistant to devote full time to the management of Personnel functions.		
4. Additional positions recommended to partially implement the staffing structure recommended in the Personnel Practices Study:	4.5	71,676
a) Personnel Analysts: Four positions and approximately 3 man-years are recommended which will allow this County to compare more favorably with other jurisdictions in the number of employees per analyst:		

County	Analysts	Employees Per Analyst
Alameda	18	527
Contra Costa	17	382
Orange	24	479
Sacramento	18	361
San Diego	20	600
Santa Clara	19	526

b) Clerical Support: An additional 1.5 man-years of clerical support will be provided for the mid year, new and existing staff.

5. Salary adjustments based on the following factors: 34,157

a) A decrease of $21,936 in salary savings from $62,592 to $40,656 based on the low turnover being experienced in the current year.

b) A $8,268 increase based on mid-year reclassifications.

c) A $3,953 increase in differentials from $500 to $4,453 to compensate for the 5% differential paid to employees with special language and technical skills or supervisory responsibility.

6. Employee Benefit increases based on the following factors: 20,484

a) An increase of $13,463 from $51,349 to $64,812 in Retirement Contributions based on the recent rate adjustment and the increase in salaries & wages.

b) A $4,179 increase in FICA based on the increase of the taxable base from $14,100 to $15,300.

b) A $2,842 increase in health and management benefits based on the new management positions being recommended.

Subtotal	2.0	$98,045

SERVICES & SUPPLIES	Man-Years	Amount	
7. Position Control Development costs are budgeted at $25,000. This amount is partially offset by a $5,941 decrease in routine data processing services.		19,059	
8. Psychological exams for Deputy Sheriff candidates which can no longer be performed by the Health Care Services Agency.		11,480	
9. Increased reprographic charges based on the initiation of charges for the distribution and mailing of personnel bulletins which was not previously billed.		12,700	
10. Termination of Shared Recruitment Program and deletion of operational expenses.		(8,644)	
11. Increased Communications cost based on current-year experience and anticipated rate increases.		7,678	
12. Minor account adjustments based on current-year expenditure patterns.		2,852	
Subtotal			$45,125
FIXED ASSETS			
13. Desks for 3 new Analyst positions.		660	
14. Replacement of two typewriters which are 20 years old and one calculator which is 27 years old.		2,265	
15. Statistical calculator to perform test validation in accordance with EEOC guidelines.		800	
16. Two additional file cabinets to store active personnel files.		270	
17. Less current year allocation		(3,225)	
Subtotal			770
Total Expenditures			$143,940

REVENUE	Man-Years	Amount	
18. Deletion of Shared Recruitment revenue from participating cities.		(6,158)	
19. Increase in charges for personnel services provided to ACTEB-ACAP and HARD.		2,988	
Subtotal			(3,170)
NET COUNTY COST	2.0		$147,110

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Deletion of Shared Recruitment Program	(1.5)	(22,000)

This program was deleted mid-year after a full evaluation. The evaluation concluded that the results of the effort had been poor and that existing resources within the Personnel Department could be utilized to provide services available through the program.

Transfer of Affirmative Action	(3.0)	(52,000)

The Affirmative Action effort was transferred mid-year to the County Administrator's Office. This transfer was recommended in the Personnel Practices Study as a means of implementing the program. The Administrator's Office will assist in the inter-departmental coordination which will be necessary to effectively implement the Affirmative Action effort.

Mid-Year Board Allowed Positions	2.0	43,000

The Board approved two mid-year positions to provide for a Training Officer and Employee Relations Specialist. The Training Officer was recommended by the Personnel Practices Study and will initiate a County-wide training program. The Employee Relations position will assist the Director, Industrial Relations, in salary negotiations and will relieve the Assistant Director of Personnel of this responsibility so he may concentrate on the management of the County's personnel program.

Additional Staffing Recommended	4.5	72,000

Three analyst positions and two clerical positions are recommended to partially implement the staffing structure recommended by the Personnel Practices Study. These five positions will be phased-in during the next fiscal year and represent an increase of 3.33 man-years. Additional staffing recommended by the study will be evaluated next year on the basis of workload indicators and the status of personnel functions which may be assumed by operating departments.

Salary Adjustments Required		34,000

Salary savings will be decreased $22,000 from $62,592 to $40,656 as a result of the low turnover which is being experienced this year. Mid-year reclasses require an $8,000 increase and the remaining $4,000 results from the addition of differentials for specialized language and technical skills and supervisory responsibility.

ACTIVITY	AMOUNT
Implementation of Automated Position Control	19,000

An amount of $25,000 is recommended for position control. The County does not have an effective position control system which relates budgeted positions to the payroll system. Manual records and several sub-systems maintained by some County departments are the only means of position control at present. It is recommended that a centralized automated position control system be implemented to effectively control the allocation of positions and payroll dollars to budgeted levels. This system will be financed from savings generated by the termination of the payroll development project in the Auditor-Controller's budget and no new net County cost is required. Full implementation of the new system is expected during the 1976-77 fiscal year. The recommended amount is offset by a $6,000 decrease in data processing charges.

Operational Cost Increases	32,000

Charges for reprographic services are up $13,000 from $10,000 to $23,000 as a result of charges for the distribution of personnel bulletins which was not previously charged. Psychological exams for Deputy Sheriff candidates will represent a new cost of $11,000. This service was previously provided by Health Care Services Agency, but can no longer be continued due to the termination of the program providing the service. The remaining $8,000 represents an increase in Communications charges from $12,000 to $20,000 based on current-year charge experience.

Budget Hearing	☐ POLICY MATTER (Funds Included)
1976-77	☒ POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT	AMOUNT
131 - Personnel	Personnel	
TITLE: Rehabilitation Counselor		$23,300

DESCRIPTION:

The Personnel Department has requested a rehabilitation counselor to review disability retirements and workmen's compensation claims for potential savings through job restructuring and continued employment of persons who would normally receive full disability retirement or workmen's compensation. The County Administrator recommends against the initiation of this program at this time for the following reasons:

SPECULATIVE RETIREMENT SAVINGS - The greatest potential savings from a successful rehabilitation program would be in payment of retirement funds. This would have a direct benefit on the County General Fund as it would serve to stabilize or reduce the employer contribution rate for retirement which is based on disability experience. However, there are many factors beyond the control of the proposed rehabilitation counselor which may serve to limit or completely negate the impact of the proposed rehabilitation program. The medical evidence, and the respective decisions of the Board of Retirement, the employing department, and the employee on the subject of whether to grant disability are factors which a rehabilitation counselor cannot control. The optimum that can be achieved is for the rehabilitation counselor to work with the Retirement Board, the operating department, and the employee in cooperating to achieve job restructuring and placement after a disability claim. It is suggested that a pilot program be initiated utilizing the existing director of Occupational Health to coordinate an effort at job restructuring to determine the potential benefits of initiating a permanent rehabilitation program. This pilot effort would identify disability claims, and all savings which have accrued by placement of individuals who would formerly have been granted full disability retirement.

WORKMEN'S COMPENSATION PROGRAM - The second greatest potential savings from a successful rehabilitation program is in the area of workmen's compensation. The County's entire insurance program is now in the process of being reviewed. The direction and organizational placement of the County's insurance program are undetermined, and no new program should be added until the existing review is completed. The administrator given responsibility for the County's insurance program should have the opportunity to fully review the suggested rehabilitation program before any implementation occurs. The County Safety Officer and his claims assistant are now involved in the effort of placing workmen's compensation claimants in order to avoid full disability. This current effort should be evaluated before any new effort is undertaken.

Rehabilitation Counselor (Cont.)

This office suggests that a full review of the rehabilitation program be undertaken after the completion of the current insurance study. This review should be conducted by representatives from Retirement, Personnel, and the organization which is ultimately given responsibility for the County's insurance program. This would not prevent the initiation of pilot programs utilizing existing staff within the Occupational Health section of the Personnel Department.

Budget Hearing

1976-77

☐ POLICY MATTER (Funds Included)

☒ POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
131 - Personnel	Personnel

TITLE	AMOUNT
Handicapped Hiring Program	$41,000

DESCRIPTION:

The Board of Supervisors recently considered an amendment to the Administrative Code to extend the jurisdiction of the Human Relations Commission to exclude any discrimination based on handicaps. The Director of Personnel, in response to the Board of Supervisors' request, outlined a County program for the affirmative action hiring of handicapped persons. The Board of Supervisors instructed that this outlined program and costs be considered as a point of issue during budget hearings. The position of the County Administrator is that this program be considered in view of potential State support and the limitations which will be necessary to further the interests of the public while, at the same time, assuming responsibility for the affirmative action hiring of handicapped persons.

PROGRAM COSTS

Salaries and Employee Benefits	$34,000
Services and Supplies	6,000
Fixed Assets	1,000
Total	$41,000
Man-Years	2.0

GENERAL SERVICES AGENCY

BUDGET UNIT SUMMARY REPORT
140 - Motor Pool

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 701,490	$ 742,496	$ 704,446	$ 2,956	.4
SERVICE & SUPPLIES	891,147	1,131,832	1,108,312	217,165	24.4
OTHER CHARGES	527,607	554,654	603,501	75,894	14.4
FIXED ASSETS	777,246	825,846	624,497	(152,749)	(20.0)
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$ 2,897,490	$ 3,254,428	$ 3,040,756	$ 143,266	5.0
REVENUE	$ 2,120,244	$ 2,428,982	$ 2,416,259	$ 296,015	14.0
Fixed Assets Reserve	571,335	0	362,172	(209,163)	(36.6)
NET COUNTY COST	$ 205,911	$ 825,846	$ 262,325	$ 56,414	27.4
MAN-YEARS	42.50	43.50	42.00	(.5)	(1.2)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Passenger Cars Maintained	638	638	638	0	
Trucks, Heavy Equipment Maintained	591	591	591	0	

DISCUSSION SUMMARY

The Motor Vehicle Departmental function is to provide efficient, economical, responsive and basic transportation services to county agencies and departments, as well as to contracting agencies.

SUMMARY OF CHANGES

	Man-Years	Amount	
SALARIES AND EMPLOYEE BENEFITS			
1. Decrease of 6 pay units of Clerk II based on the installation of new EDP equipment recommended in this budget.	0.5	$ (5,489)	
2. A position of Account Clerk II was reclassified to a Supervising Clerk I.		936	
3. Increase in the differential account from $504 to $1,046 represents the 5% night differentials for a Parking Attendant position and Auto Service-worker position.		542	
4. Adjustment of employee benefits mostly in Retirement and Social Security.		6,967	
Subtotal - Salaries and Employee Benefits	0.5		$ 2,956
SERVICES AND SUPPLIES			
5. Increase in Office Expense from $3,312 to $8,172 due primarily to the necessary supplies for the EDP equipment which will assist in controlling and and monitoring vehicle usage.		4,860	
6. New allocation for Reprographics Services which were previously charged to office expense.		879	
7. An increase in Parts & Equipment from $330,000 to $379,500 is based on actual experience and a projected 15% price increase.		49,500	
8. Increase in gas and oil from $421,675 to $560,000 is based on current year experience. Bulk fuel prices have increased 10% as of November 1, 1975 and credit card purchased gasoline prices have increased 25% over the budgeted price per gallon.		138,325	

	Man-Years	Amount
9. Decrease in Maintenance-Equipment from $26,179 to $14,549 is because the modifications for vapor recovery at gasoline tanks and the installation of three tanks was completed in fiscal year 1975-76. The recommended $14,549 is primarily for the maintenance of shop equipment and the maintenance of the Electronic Data Collecting Equipment.		$ (11,630)
10. Decrease in Communications from $6,107 to $4,226 is based on current experience. A rate increase anticipated in fiscal year 1975-76 did not materialize.		(1,881)
11. Decrease in Professional & Specialized Services, from $17,065 to $13,679 due to the cost of accounting services being transferred to Account 3413 - Administrative and Financial Services. The amount of $12,500 has been included in Professional & Specialized Services for programming services necessary for the function of the data collecting system for vehicle dispatching, work orders and time reports.		(3,386)
12. New allocation for chargeback to GSA-Administration for administrative and financial services. This is not a net general fund cost, but rather a reallocation of costs to insure full recovery of funds from subvented programs.		37,480
13. Miscellaneous changes:		
- Clothing	$ 22	
- Household	73	
- Laundry	(224)	
- Small Tools	130	
- Supplies	960	
- Maintenance-Electronic Equipment	167	
- Transportation - Motor Vehicle	611	
- Travel	50	
- Data Processing	632	
- Compensation Insurance	597	
		3,018
Subtotal - Services and Supplies		$ 217,165

	Man-Years	Amount	
OTHER CHARGES			
14. Increase in estimate of depreciation-motor vehicles from $340,314 to $381,906 is based on GSA Administration estimates.		$ 41,592	
15. Increase in estimate of depreciation - shop equipment and machines from $4,617 to $11,772 is based on GSA Administration estimates.		7,155	
16. Decrease in estimate of loss on sale of fixed assets from $30,000 to $8,300. Offsetting revenue is shown under Account 7217, gain on sale of fixed assets		(21,700)	
17. Each year, the General Services Agency sends a letter to the Board, requesting to write off bad debts. An amount of $7,000 is recommended to offset these bad debts.		7,000	
18. County indirect cost is rising $41,847 from $152,676 to $194,523 based on information furnished by the Auditor's Office.		41,847	
Subtotal - Other Charges			$ 75,894
FIXED ASSETS			
19. Decrease in fixed assets from $777,246 to $624,497 reflects $481,420 for cost of replacing vehicles and $11,136 for maintenance and $31,941 for EDP equipment. After a quick review of the new vehicle requests, $100,000 was inclued to cover the anticipated purchases of new vehicles. This is up $50,000 from last year. This amount may substantially increase or decrease, based on Board decisions prior to the final budget.			
Subtotal - Fixed Assets			(152,749)
Total Expenditures			$ 143,266

	Man-Years	Amount
REVENUE		
20. Decrease in judgments and damages from $15,000 to $11,500 based on projected revenue of $10,000 for current year and 15% for inflation, due to anticipated increase in cost of repairs.		$ (3,500)
21. Increase in rent of motor vehicles from $1,568,676 to $1,777,970 is due to an increase in rental rates caused by increased costs of operations.		$ 196,571
22. Increase in sales - parts and equipment, from $92,403 to $108,498 is based on an anticipated price increase of 15% for the cost of parts and materials. This anticipated increase is based on actual current year experience in sales to outside agencies.		16,095
23. Increase in sales - gas and oil from $139,082 to $179,887 due to an anticipated increase in the cost of gas and oil products. Bulk gasoline was budgeted at .45 a gallon for gasoline, but actual usage has been $.495. Credit card purchases were budgeted at $.50 but the acutal usage has been $.625.		40,805
24. Increase in sales -services from $282,200 to $318,137 due to an increase in labor and overhead.		13,054
25. New allocation for gain on sale of fixed assets. The amount of $8,300 offsets the loss on sale of fixed assets		32,990
Subtotal - Revenue		$ 296,015
FIXED ASSET RESERVE		(209,163)
Net County Cost	0.5	$ 56,414

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Operational Increases		$ 213,675

a) Based on actual experience, parts and equipment increased from $330,000 in 1975-76 to a recommended $379,500 in 1976-77. $ 49,500

b) The increase in gas and oil from $421,675 to $560,000 is based on current year experience. Bulk fuel prices have increased 10% as of November 1, 1975 and credit card purchased gasoline prices have increased 25% over the budgeted price per gallon. $138,325

The following displays the amounts required to meet the current fiscal year needs. and also reflects the portion of the increase which is anticipated for fiscal year 1976-77.

1975-76		1976-77	
Estimated Expenditures 1975-76	$ 532,858	Recommended	$ 560,000
1975-76 Budget (as of July 1, 1975)	421,675	Estimated Expenditures for 1975-76	532,858
	$ 111,183		$ 27,142
			$ 138,325

c) Decrease in maintenance of equipment from $26,179 to $14,549, due to the modifications for vapor recovery at gasoline tanks and the installation of three tanks was completed in 1975-76. The recommended $14,549 is primarily for the maintenance of shop equipment and the maintenance of the EDP equipment which will be installed in 1976-77. $(11,630)

d) New allocation for charbeback to GSA Administration for administrative and financial services. This is not a net general fund cost, but rather a reallocation of costs to insure full recovery of funds from subvented programs. $ 37,480

Increase in Depreciation Loss and County-Wide Overhead $ 68,894

Based on General Services Agency Administration estimates, there is an increase in depreciation of motor vehicles and shop equipment from $340,314 to $381,906 and $4,617 to $11,772, respectively.

There is an anticipated decrease in loss on sale of fixed assets from $30,000 to $8,300 which is offset by revenue shown in gain on sale of fixed assets.

ACTIVITY	MAN-YEARS	AMOUNT

In addition, the Auditor's Office has recomputed the County indirect overhead provided to Motor Vehicles from $152,676 to $194,523. This indirect charge includes services provided by county agencies such as the Auditor's Office, Personnel and the County Administrator. This increase represents primarily the increase in salaries and other costs. This charge is made to insure that the County receives full reimbursement from all Federal programs.

Increase in Fixed Assets $(152,749)

While this account shows a decrease of $152,479 it is actually increasing $116,481 or a total of 19.2%. Current year appropriation of $777,246 includes $169,230 of encumbrances which were carried over from the prior year leaving the net appropriation for fixed assets at $608,016. The increase to $624,497 is due to three factors:

1. New EDP System

The Motor Vehicle Study commission by the Board of Supervisors recommended automating the input of motor vehicle information. Currently, the information is written down by the driver, copied onto the master sheet by the Dispatcher, and scanner typed by a clerk. This multiple handling is both expensive and is prone to errors. The new EDP System, at a cost of $31,941, will provide for direct input with virtually no manual handling. This system will allow the department to eliminate one Clerk II position, at a cost of $11,073; thus, six man-months of Clerk II have been decreased under the assumption the system will become operational by January 1, 1977. This system will substantially decrease the high incidence of error and will provide better management information systems. A breakdown of costs for this year is as follows:

Purchase of Equipment	$ 31,941
Supplies	5,475
.5 Clerk II Savings	(5,537)
	$ 31,879

2. New Vehicles

An increase in the amount allocated for the purchase of new vehicles from $50,000 to $100,000 is recommended, contingent upon a final decision regarding departmental requests.

Departments have requested $259,355, but it is anticipated that the Board will not approve the majority of these requests. The attached is a list of these requests.

ACTIVITY | MAN-YEARS | AMOUNT

3. Purchase of Replacements

The County has a replacement plan based on a car becoming a candidate for replacement in 5 years or 50,000 miles. This is the policy recommended by the Motor Vehicle consultants in their study. In reality, the average passenger car is kept 6 years or 60,000 miles. The County currently has 638 passenger cars, including patrol cars. This means that approximately 106 cars should be replaced annually.

In the past two years, the following are the number of cars purchased:

1974-75	19
1975-76	81

Last year, 40 cars were eliminated from purchase, based on the reduction in the fleet, due to the Motor Vehicle study. To date, over half have been eliminated and the rest will be dropped before July 1, 1976. However, this will not affect purchases for next year. In view of County purchases over the last two years, it is necessary to replace 111 passenger cars. This will mean an increased cost of $ 26,790.

To not replace the cars or to postpone purchase will only delay the costs. Almost all of the cars are already fully depreciated and therefore no additional funds will be available for their purchase in the future. As the price of the vehicles increases, our deficit will also increase. A failure to replace cars will substantially increase maintenance costs.

In an Intergovernmental Service Account, Federal and State auditors will allow the County to recover only the original purchase price of vehicles. Thus, while IGS recovers the cost of the original vehicle by charging depreciation, this does not cover the cost of price increases. In the case of vehicles where price increases in the past 5 years have been substantial, the County contribution must also be substantial. For the coming fiscal year, depreciation amounts to $362,172. The cost of replacement equipment amounts to $481,420, as the attachment indicates. Thus, an additional $119,238 net county contribution is required. The breakdown below shows the dramatic price increase between the vehicle to be replaced and the projected cost of the 1977 vehicle.

	Cost of Vehicle Replaced	Cost of New Vehicle	Difference	Number To be Replaced	Net County Cost
Pool Passenger	$ 2,031	$ 3,800	$ 1,769	77	$136,213
Intermediate	2,321	4,550	2,229	14	31,206
Elected Officials	3,558	6,420	2,862	2	5,724
Patrol	3,218	5,240	2,022	18	36,396
Half-Van	2,506	5,300	2,794	7	19,558
3/4 Van	2,807	6,000	3,193	10	31,930
One To	3,760	8,500	4,740	2	9,480
		Total Number Vehicles and Price Increase			$270,507

Only $119,338 of $270,507 is needed because depreciation on newer equipment is used to supplement the replacement cost.

Thus, the necessary Net County Contribution is:

Replacement	$ 119,248
New Vehicles (Est)	100,000
EDP & Shop Equipment	43,077
Net County Contribution	$ 262,325

GENERAL SERVICES AGENCY

BUDGET UNIT SUMMARY REPORT

141 - Building Maintenance

FORM 104-6

FINANCIAL SUMMARY

DESCRIPTION	1975-76 BOARD ALLOWED	1976-77 DEPARTMENT REQUEST	1976-77 CAO RECOMMEND	1976-77 INCREASE (DECREASE)	1976-77 %
SALARIES & EMPLOYEE BENEFITS	$ 4,518,990	$ 4,353,335	$ 4,438,377	$ (80,613)	1.8
SERVICE & SUPPLIES	4,224,699	5,702,524	5,437,379	1,212,680	28.7
OTHER CHARGES	1,018,916	1,023,402	1,187,750	168,834	16.6
FIXED ASSETS	13,259	17,065	8,665	(4,594)	(34.6)
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 9,775,864	$ 11,096,326	$ 11,072,171	$1,296,307	13.3
REVENUE	9,762,605	11,079,261	11,063,506	1,300,901	13.3
Fixed Assets Reserve	2,500	0	2,101	(399)	16.0
NET COUNTY COST	$ 10,759	$ 17,065	$ 6,564	$ (4,195)	(39.0)
MAN-YEARS	266.07	274.07	264.80	(1.27)	(.5)

PERFORMANCE SUMMARY

	1975-76 DEPARTMENT PROJECTION	1976-77 DEPARTMENT ESTIMATE	1976-77 CAO ESTIMATE	1976-77 INCREASE (DECREASE)	1976-77 %
Maintenance & Operations (Square Feet)	3,619,184	3,747,163	3,747,163	127,979	3.5
Grounds Maintenance (Square Feet)	3,304,957	3,304,957	3,304,957	0	-
Janitorial Services (Square Feet)	1,337,576	1,743,385	1,743,385	405,809	30.3
Special Projects (No. of Projects)	75-100	100-125	100-125	25	25.0

DISCUSSION SUMMARY

The Building Maintenance Department of the General Services Agency performs the following functions:

Plant Maintenance - provides essential plant maintenance and repair services to insure the operation of building equipment and systems, and an economical level of grounds maintenance service.

Building Services - provides an economical level of housekeeping services to insure clean and sanitary accommodations for employees and the public, and effective fire security and elevator services at designated facilities.

Building Maintenance - provides essential building maintenance and repair services to insure the structural integrity of County facilities, and implement the Special Projects program of building alterations and remodeling.

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. Funding of an Account Clerk I position to prepare timekeeping reports, departmental payroll, maintain personnel records. There are two unfunded Account Clerk I positions. This recommendation is to fund one position with 16 pay units to meet increased needs of the payroll and IGS accounting requirements.	1.16	$ 12,765
In addition, because the Accounting staff will be centralized, a decrease of two positions and two pay units of Account Clerk II position is recommended. Relief adjustment is no longer necessary.		
2. Transfer of an Accounting Technician to GSA Administration who will supervise and review the coding of time reports using the IGS labor rates for input to Data Processing for allocation to cost centers; prepare monthly expenditure report for actual costs of IGS services and budget information.	(1)	(13,787)
3. An Architectural Engineer position has been recommended for the implementation of the new office design program.	1	19,234
4. Deletion of Arroyo Del Valle position of Building Security Attendant as well as relief adjustment of 519 FH pay units for the as-needed Building Security Attendant.	(1.27)	(13,550)
5. Decrease of 14 pay units for a Janitor position at the South County Health Center.	(1.16)	(12,980)

			Amount
6.	The Building Maintenance Department is in the process of reorganization. The trend is toward a functional concept. One position of Janitor Supervisor II has been recommended and will be responsible for elevator operators and building security attendant positions at the Courthouse complex.	1.0	15,542
7.	The implementation of the BMD reorganization requires the deletion of 2 positions of Chief Stationary Engineer and 1 position of Buildings Manager II. Two positions of Buildings Manager I have been recommended to augment the supervisory and administrative staff in the Buildings Services Division.	(1.0)	(17,418)
8.	Adjustment for a print-out error; 2 positions and 16 pay units of Building Maintenance Worker I were deleted and one position and 4 pay units of Building Maintenance Worker I-N, was added. Also included was 1 position and 12 pay units of Building Maintenance Worker II. There is no net increase in staff but a net cost increase of $2,836.	-	2,836
9.	Increase in differentials from $504 to $69,675 for night differentials includes adjustment for prior year print-out error. 1976-77 request represents an actual increase of $5,628 over the prior fiscal year request.		69,171
10.	Adjustment in employee benefits.		3,495
11.	Increase in Craft salaries granted after preparation of the final budget.		215,005
12.	Last year, Craft salaries were settled after July 1, and $361,220 was put into other employee bnefits as a reserve for salary increases. It is expected that Crafts will settle prior to July 1 of this year.		(361,220)
	Total Salaries & Employee Benefits	(1.27)	$(80,613)

		Amount
SERVICES AND SUPPLIES		
13.	Increase in Clothing and Personal Supplies from $3,438 to $3,865 due to 10% inflationary cost factor.	$ 427
14.	Increase in Household Expense from $121,476 to $164,150 provides for materials and supplies necessary for new facilities.	42,674
15.	New allocation for Reprographics services. Costs were previously charged to Office Expense.	966
16.	Decrease in Small Tools & Instruments from $13,416 to $11,854. This account provides tools and instruments for the new Architectural Engineer and BMD Maintenance shops.	(1,562)
17.	Decrease im Maintenance - Structures and Improvements from $700,602 to $697,379. While this appears to be a decrease, it includes prior year encumbrances of $110,317; thus, this account is actually increasing $84,150. This is for inflationary increases.	(3,223)
18.	Increase in Maintenance-Equipment from $111,883 to $142,405 provides for the cost increase for materials and supplies plus increase in the cost of fixed contracts.	30,522
19.	Increase in Utilities from $635,724 to $1,506,594 is due to the acquisition of new facilities, and transfer of hospital utilities to this account and a projected 25% rate increase per PG&E.	870,870
20.	Increase in Transportation-Motor Vehicles from $43,482 to $57,840, based on actual experience and an adjustment of motor vehicle rates.	14,358

		Amount
21.	Decrease in Professional & Specialized Services from $12,844 to $4,709 because $8,670 for a prior encumbrance has been deleted, as well as $3,000 for Key Systems Reviews.	(8,135)
22.	New allocation for administrative and financial services chargeback from GSA Administration. This is not a net general fund cost but rather a reallocation of costs to insure full recovery of funds from subvented programs.	110,973
23.	Increase in Rents & Leases-Equipment, from $688 to $2,664 due to the increased cost of fixed contracts and backhoe rental charges.	1,976
24.	Increase in Rents & Leases - Land, Structures & Improvements from $2,412,004 to $2,438,336, because of the increase in existing facilities.	26,332
25.	New allocation for BMD Space Rental as projected by GSA Administration.	124,600
26.	Increase in Compensation Insurance from $76,140 to $79,424.	3,284
27.	Miscellaneous Changes:	
	- Laundry $ (30)	
	- Office Expense 17	
	- Communications (1,362)	
	- Data Processing (7)	(1,382)
	Subtotal - Services and Supplies	$1,212,680

		Amount	
OTHER CHARGES			
28.	Increase in indirect overhead from $96,671 to $261,019 as estimated by the Auditor's Department.	164,348	
29.	Increase in depreciation of shop equipment and machines from $2,500 to $5,227 per projection of GSA Administration.	2,727	
30.	New allocation for depreciation of furniture and fixtures.	1,759	
	Subtotal - Other Charges		168,83
FIXED ASSETS			
31.	Decrease in Fixed assets from $13,259 to $8,665 because of a decrease in the purchase of shop equipment.		
	Subtotal - Fixed Assets		(4,5
	Total Expenditures		$1,296,3
REVENUE			
32.	Increase in use of Rent charged to departments and in Sales of Services primarily due to the increase in utility costs, Administrative overhead, and new facilities.	1,330,025	
33.	Decrease in Miscellaneous Revenue, such as vending machines, pay telephones and special projects.	(29,124)	
	Subtotal - Revenue		$ 1,300,9
FIXED ASSETS RESERVE			(3
	Net County Cost	2.52	$ (4,19

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Craft Salaries & Differentials -		$ (77,044)

$361,220 was placed in the Management Benefits account in the final budget to cover Craft salary increases which had not been granted by July 1, 1975. The actual increases amounted to $215,005. Therefore, this year's increase reflects a $146,215 decrease. Last year $69,171 was inadvertently dropped from computer run for differentials. This amount therefore shows an increase in the Salaries & Wages account and offsets the overbudgeting for Craft salary increases.

Architectural Engineer		19,234

As County programs continue to expand, additional space is required to house the staff to run the programs. In past years, the County has leased, bought or built additional space. There is a fourth alternative - better utilization of space. Currently, it costs the County up to 65¢ per square foot to lease space. If more staff can be put into existing space by better planning, substantial sums could be saved in capital projects and leasing programs. Currently, a pilot program is being tried out in the Courthouse/Administration complex where a new 80,000 square foot facility is planned for 1977-78, at a projected cost of over $6,000,000. If the initial results of the program prove correct, it may be possible to generate 80,000 square feet through better space planning, saving a large portion of the $6,000,000. The Architectural Engineer is integrally involved with the space layout and planning of this program.

Increase in Utilities		870,870

The cost of utilities has increased by $918,069 due to the following factors:

1) Current Costs	$ 770,445
2) Projected 25% rate increase estimated by PG&E	163,720
3) Transfer of County hospital utilities to this account - previously absorbed by the Health Care Services Agency.	568,056
Total Recommendation	$1,506,594

ACTIVITY	MAN-YEARS	AMOUNT
Overhead Costs & BMD Space Rental		$ 234,973

A new allocation of $110,973 for administrative and financial services chargeback from the General Services Agency Administration is recommended. This is not a net general fund cost, but rather a reallocation of costs to insure full recovery of funds from thesubvented programs. In addition, $124,000 in use charges are being assessed for space used by the Building Maintenance Department.

Building Maintenance Department Reorganization	(1,876)

The current organization structure of the Building Maintenance Department has been evaluated and it is the intent of the department to restructure the organization. This restructuring will provide improved economy of operations, facilitate operational efficiencies and increase service levels where possible.

One position of Janitor Supervisor II has been recommended and will be responsible for the supervision and control of elevator operators and building security attendant positions at the Courthouse. This recommendation will facilitate the reassignment of approximately one-half of the current workload of the Building Services Supervisor and will permit establishing two lower level Janitor SupervisorII positions.

The restructuring requires the deletion of two positions of Chief Stationary Engineer and one position of Buildings Manager II. Two positions of Buildings Manager I have been recommended to augment the supervisory and administrative staff in the Buildings Services Division.

It is hoped that by restructuring the Buildings Services Division, improved uniformity of operations and functional efficiencies will be realized in the housekeeping program.

Increase in Revenue	1,300,901

Intragovernmental Services budgets charge all of their costs to user departments. Therefore, increases in revenue are directly attributable to increases in appropriations. The primary reasons for the increase in revenue are increased utilities of $870,870 and $234,973 in administrative overhead and BMD space rental costs.

BUDGET UNIT SUMMARY REPORT
HEALTH CARE SERVICES AGENCY
143 - FAIRMONT LAUNDRY (IGS)

FORM 104-B

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	470,341	462,536	461,050	(-9,291)	(-2.0)
SERVICE & SUPPLIES	127,436	131,242	131,211	3,775	3.0
OTHER CHARGES	20,694	28,811	25,102	4,408	21.3
FIXED ASSETS	0	55,052	0*	0	0
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	618,471	677,641	617,363	(-1,108)	(-.2)
REVENUE	618,471	622,589	617,363	(-1,108)	(-.2)
NET COUNTY COST	0	55,052	0	0	0
MAN-YEARS	41.00	40.30	40.00	(-1.00)	(-2.4)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Pounds of Laundry Processed	3,585,078	3,778,515	3,778,515	193,437	5.4

DISCUSSION SUMMARY

* $11,000 in Fixed Assets for the purchase of a "folder" will be acquired from cash in the Accumulative Capital Depreciation account per the Auditor-Controller.

Summary

The Fairmont Laundry operates in accord with the Intergovernmental Service Fund (IGS) principle, i.e., all operating costs are recovered through income derived from charges to County agencies and departments utilizing its services. This is the only budget division within the Health Care Services Agency that functions as an IGS fund.

Workload as measured in terms of pounds of laundry processed reflects a 5.4% increase based on current experience projection.

The Agency is currently exploring the possibility of providing laundry services to the Sheriff's Santa Rita detention facility which is operated by the Sheriff. If the study proves beneficial and the program changes are approved, this would increase the Laundry's workload beyond current current projections.

SUMMARY OF CHANGES

SALARIES & EMPLOYEE BENEFITS	Man-Years	Amount	
1. Reduction of two Laundry Service Worker positions effective 1/1/77 based on labor savings achievable by replacement of an obsolete flat work ironer.	(-1.00)	$(-8,892)	
2. Salary savings increased from 2.47% to 2.70% based on a projection of current usage.		(-652)	
3. Increase in employee benefits cost based on rate changes.		253	
Sub-total	(-1.00)		$(-9,291)
SERVICES & SUPPLIES			
4. Increase in laundry supplies cost from $17,485 to $19,860 based on higher laundry volume and increased supply costs.		2,375	
5. Increased charges from Fairmont Hosp. for administrative services increased from $17,270 to $18,652 based on increased costs.		1,382	
6. Miscellaneous increases and decreases in all other accounts based on projection of current expenditure experience.		18	
Sub-total			3,775
OTHER CHARGES			
7. Depreciation charges increased from $11,268 to $15,369 due to proposed acquisition of new equipment (Flatwork Ironer and Folder)		4,408	
Sub-total			4,408
Total Expenditures			(-1,108)

REVENUE	Man-Years	
8. Decreased program revenue based on decreased expenditure. All operating costs are recovered through income derived from charges to County departments utilizing its services.		$(-1,108)
Net County Cost	(-1.00)	$ 0

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Purchase of Labor Saving Equipment	(-1.00)	$(-8,892)

The existing flatwork ironer was purchased 25 years ago and is obsolete and wornout. The purchase of a replacement new ironer will facilitate labor savings since it can be operated with a smaller crew, thereby allowing a staffing reduction of two laundry service workers effective January 1, 1977 when the new equipment is expected to be delivered and installed. Therefore, a net staffing reduction of one man-year will be possible in 1976-77.

Increased Depreciation Charges 4,408

The recommended depreciation charges are increased from $11,268 to $15,369 based largely on the recommended purchase of two new (replacement) equipment items (flatwork ironer and folder)and the concurrent initiation of recovery of these capital costs through depreciation charges over the length of expected operational life of the equipment. The equipment is proposed to be purchased in the following manner.

-- The flat work ironer is estimated to cost $110,700 and will be purchased from the #199 (Miscellaneous Expense) budget per the Auditor-Controller. A $50,000 amount is recommended for inclusion in the 1976-77 budget, with the balance being included in the 1977-78 budget for #199 (Miscellaneous Expense).

-- The folder will cost an estimated $11,000 and can be purchased from cash currently available in the Laundry's Accumulative Capital Depreciation account.

PUBLIC WORKS AGENCY
BUDGET UNIT SUMMARY REPORT
145 - Administration

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 717,336	$ 790,394	$ 788,333	$ 70,997	9.9
SERVICE & SUPPLIES	345,975	318,200	248,758	(97,217)	(28.1)
OTHER CHARGES					
FIXED ASSETS	5,633	1,530	1,530	(4,103)	(72.8)
EXPENDITURE TRANS. & REIMBS.	-192,292	-279,658	-262,769	- 70,477	(-36.7)
TOTAL EXPENDITURES	$ 876,652	$ 830,466	$ 775,852	$(100,800)	(11.5)
REVENUE	$ 268,013	$ 286,785	$ 270,797	$ (2,784)	(.01)
NET COUNTY COST	$ 608,639	$ 543,681	$ 505,055	$(103,584)	(17.0)
MAN-YEARS	42.00	47.00	47.00	5.0	11.9

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
N/A					

DISCUSSION SUMMARY

The Public Works Administration performs the following functions:

General Administration - responsible for the administration of the Building Inspection Department, Road and Bridge Maintenance Department and the Flood Control & Water Conservation District.

Business Department - provides administrative, fiscal, clerical and business management services to the Public Works Agency.

Engineering & Architecture - studies County building needs; coordinates the services of private architects and engineers; administers construction of County buildings.

SUMMARY OF CHANGES

	Man-Years	Amount	
SALARIES AND EMPLOYEE BENEFITS			
1. Represents a mid-year transfer of 5 positions from the Auditor-Controller responsible for the accounting records of the Road Department. These costs are fully offset by an increase in credits in Account 6331.	5.0	$ 66,685	
2. Represents a new allocation for vacation buy-back for Management.	-	4,312	
Subtotal - Salaries and Employee Benefits	5.0		$ 70,997
SERVICES AND SUPPLIES			
3. Increase from $14,556 to $16,006 in office expense and reprographics costs based on current year experience and 10% inflation.		1,450	
4. Decrease in Account 3411, from $198,296 to $186,512, based on:			
-Leased property management function was transferred to the General Services Administration.	$(24,444)		
-Salary adjustment for Surveyor function.	12,660		
		(11,784)	
5. Building Maintenance Space Rental decreased from $97,317 to $15,384 because space rental for the Road Department, Flood Control District, and Building Inspection Department has been transferred to their respective budgets.	(81,933)		
6. Decrease in Communications account from $23,000 to $20,000 based on current year experience.	(3,140)		

	Man-Years	Amount
SERVICES AND SUPPLIES (contd)		
7. Miscellaneous:		
-Maintenance of Equipment	$ 66	
-Memberships	(300)	
-Transportation-motor vehicle	(1,538)	
-Special Departmental Expense	50	
-Microfilm Services	(130)	
-Compensation Insurance	42	
Subtotal - Services and Supplies		$(97,217)
EXPEND. TRANSFER & REIMBURSE		
8. Charges to Road Department for personnel services, including mid-year transfer of accounting positions from Auditor's Department were increased to $262,769 from $192,292.		
Subtotal- Expend. Transfer and Reimburse		$ -70,477
FIXED ASSETS		
9. Decrease in the fixed assets account because no new positions were added and only $1,530 is needed for replacement and for the purchase of a new piece of office equipment.		
Subtotal - Fixed Assets		(4,103)
Total Expenditures		$(100,800)
REVENUE		
10. Revenue increased from $268,013 to $270,797 based on two factors:		
Increase in charges for personnel services to Flood Control District and anticipated salary increase.	$ 35,599	
Decrease due to transferring charges for BMD Space Rental to the Flood Control budget	(32,815)	
Subtotal - Revenue		2,784
Net County Cost	5.0	$(103,584)

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Transfer of Roads Accounting Staff	5.0	$ 0

There was a mid-year transfer of 5 positions from the Auditor's Department to the Public Works Agency. These five individuals function as the Accounting Section of the Road Department and are located in the Public Works fiscal section. Both the Public Works Agency and the Auditor's Department agreed that the supervision of these positions should be the responsibility of Public Works. The transfer of the five positions involved a cost of $66,685 which is offset by charges made to the Road Department.

Decrease in Operation Costs (81,933)

The space rental charges for the Road Department, Flood Control District and Building Inspection Department were transferred from the Administration budget and charged to their respective budgets. This transfer involved decreasing the BMD space rental account from $97,317 to $15,384 with $81,933 going to the aforementioned departments. While this change has no net general fund cost, the transfer was made to simplify the intra-governmental service charges for the Building Maintenance Department.

BUDGET UNIT SUMMARY REPORT

146 - Plant Acquisition

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES	$ 11,607,950	$ 20,026,392	$ 20,026,392	$ 8,418,442	72.5
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 11,607,950	$ 20,026,392	$ 20,026,392	$ 8,418,442	72.5
REVENUE	10,000	296,180	296,180	286,180	2861.8
CASH & RESERVES	2,542,971	12,355,212	12,355,212	9,812,241	385.9
NET COUNTY COST	$ 9,054,979	$ 7,375,000	$ 7,375,000	$(1,679,979)	(18.6)
MAN-YEARS					

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
N/A					

DISCUSSION SUMMARY

This budget includes all land and building acquisition for all County General Fund functions. The recommended budget of $20,026,392 includes $12,355,212 in the County provisions which must be budgeted for the building of the Hayward and Oakland Pre-Trial Detention facilities. This increase will not raise the rax rate. The money is already available in the reserve accounts set aside for this purpose. $295,000 is available from the Housing & Community Development Act for specific projects approved by the federal government. The remaining $7,375,000 is the net County cost. This represents a decrease of 18.6% from $9,054,979 approved last year.

PUBLIC WORKS AGENCY

BUDGET UNIT SUMMARY REPORT

147 - Plant Management

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES	$ 1,490,252	$ 1,490,252	$ 1,490,252	$ 0	0
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$ 1,490,252	$ 1,490,252	$ 1,490,252	$ 0	0
REVENUE	$ 380,000	$ 600,000	$ 600,000	$ 220,000	58.0
NET COUNTY COST	$ 1,110,252	$ 890,000	$ 890,000	$ (220,000)	19.8
MAN-YEARS					

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%

DISCUSSION SUMMARY

This budget provides for the lease payment of the Coliseum, $750,000 and Santa Rita, $740,252. As of June 30, the balance owing on Santa Rita is $1,410,000 with 9 quarterly payments remaining (last payment - July 11, 1979).

The Revenue is the expected income from Coliseum operations.

GENERAL SERVICES AGENCY
BUDGET UNIT SUMMARY REPORT
148 - Administration

FORM 104-B

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 158,296	$ 276,356	$ 276,505	$ 118,209	74.7
SERVICE & SUPPLIES	107,012	186,609	185,644	78,632	73.5
OTHER CHARGES					
FIXED ASSETS	0	3,451	3,105	3,105	
EXPENDITURE TRANS, & REIMBS.		-209,968	-209,968	-209,968	
TOTAL EXPENDITURES	$ 265,308	$ 256,448	$ 255,286	$ (10,022)	(3.8)
REVENUE	0	194,469	194,469	194,469	
NET COUNTY COST	$ 265,308	$ 61,979	$ 60,817	$ (204,491)	(77.1)
MAN-YEARS	8.0	14.0	14.0	6.0	75.0

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
N/A					

DISCUSSION SUMMARY

The General Services Agency Administration provides administrative direction and support in striving toward the Agency's goal of establishing and providing a responsive level of service which meets the basic needs of the County departments.

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. The administrative staff increased by 6 positions from 8 to 14. The following is a brief description of each:		
- Industrial Engineer - added to budget unit 148 October 1975. Will analyze, design and improve system efficiency; will implement the Work Management System for the Motor Vehicle Department.	1.0	$ 28,178
- Real Property Manager - position transferred from Flood Control to budget unit 148 in November 1975. Will devise and maintain a program of real property management; negotiate leases, acquistions and sales for all County funds, except Roads and Flood Control.	1.0	27,083
- Materials Specialist - transferred from the Stores budget to budget unit #148. Will manage the electronic data processing function for GSA.	1.0	19,768
- EDP Equipment Operator II - transferred from the Stores budget to budget unit 148. Will be responsible for the actual operation of EDP equipment for the Agency.	1.0	14,966
- Accountant I - transferred from the Auditor's Department November 1975. Prepares accounting information for Auditor's journal vouchers for GSA IGS funds of recurring charges and non-recurring charges; prepares financial statements for GSA IGS funds.	1.0	16,693
- Accounting Technician - transferred from the Building Maintenance budget to budget unit #148. Will supervise and review the coding of time reports using the IGS labor rates for input to Data Processing for allocation to cost centers; prepare monthly expenditure report for actual costs of IGS services and budget information.	1.0	13,787

	Man-Years	Amount	
SALARIES AND EMPLOYEE BENEFITS (contd)			
2. Other Employee Benefits		$ (2,266)	
Subtotal - Salaries and Employee Benefits	6.0		$118,209
SERVICES AND SUPPLIES			
3. Increase in office expense from $1,500 to $8,496 because of the paper and forms stock related to the EDP function transferred from the Stores budget; magnetic tapes to be used with the Hewlett Packard System; and required office supplies.		6,996	
4. Reprographics is a new account. Printing costs were previously charged to the office expense account. The $3,000 in printing costs necessary to publish the GSA Administrative Manual requested by the County Administrator are included in this account.		3,200	
5. Increase in the Motor Vehicle account from $2,290 to $5,687 due to an increase in motor vehicle rates and two additional positions of Industrial Engineer and Real Property Manager which will require use of pool cars.		3,397	
6. Decrease in Professional & Specialized Services from $20,839 to $10,000. This account was used primarily for the consulting fee for Systems Analysis to apply EDP systems and application to the Buildings Maintenance Department, Records Services and Reprographics. The $10,000 is necessary for systems analysis for the Communications Department.		(10,839)	
7. Increase in Rents and Leases - Equipment account from $0 to $64,720 because charges previously in the Stores budget were transferred to the Administration budget. This account includes the $17,220 incremental cost of additional features provided by the Hewlett Packard interactive computer system, as well as $47,500 for this year's amount for the lease-purchase of the system.		64,720	

	Man-Years	Amount	
8. Increase in BMD space rental from $77,818 to $81,093 because $3,275 was added for the rental of DPC space.		$ 3,275	
9. Miscellaneous changes include:			
-Communications	$ (200)		
-Transportation	(50)		
-Compensation Insurance	85		
	(165)	(165)	
10. Increase in Data Processing charges from $0 to $3,048. Estimate furnished by DPC is the cost of hooking up the interactive computer system.		3,048	
11. Increase in Maintenance of Equipment from $150 to $5,150 includes an additional $5,000 for the maintenance of the Hewlett Packard system for 6 months. There is one year free maintenance which expires January 1977.		5,000	
Subtotal - Services and Supplies			$ 78,632
FIXED ASSETS			
12. Increase in this account from $0 to $3,105 because this is a new Agency and nothing was allocated for current year capital equipment costs. The equipment includes $1,110 for EDP and equipment for the Industrial Engineer and Property Manager.			3,105
EXPEND. TRANSFERS & REIMBURSE			
13. Increase in Credits for Interdepartmental Services rendered from $0 to $209,968. This is a credit for allocation of GSA Administration expense to non-IGS fund departments to insure full reimbursement of all subvented programs.			
Subtotal - Expend, Transfers and Reimburse.			$ 209,968
Total Expenditures			$(10,022)

	Man-Years	Amount
REVENUE		
14. New account for allocation of GSA administrative expense to IGS fund departments to insure full reimbursement of all subvented programs.		
Subtotal - Revenue		$ 194,469
Net County Cost	6.0	$ (204,491)

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Increase in Staff	6.0	$ 123,055

The administrative staff of the General Services Agency increased from 8 positions to 14 positions. Four of the positions were transferred from other departments and two positions were Board approved mid-year.

a) Centralizing EDP	2.0	$ 34,734

The General Services Agency is in the process of designing and installing an interactive direct access data processing system to provide faster, more accurate service and closer fiscal control over expenditures. A position of Materials Specialist was transferred from the Stores Division to manage the electronic data processing function for GSA. An EDP Equipment Operator II was also transferred from the Stores Division and will keep the Stores inventory up to date.

b) Centralizing Accounting	2.0	30,480

The General Services Agency is also assuming total responsibility from the Auditor-Controller for IGS fund cost accounting and determination of recovery rate structure. An Accountant I position was transferred from the Auditor's Department. This individual will prepare accounting information for Auditor's journal vouchers for GSA IGS funds of recurring charges and non-recurring charges and will prepare financial statements for GSA IGS funds. This function was formerly handled by 2 Accountants in the Auditor's Office, but because of the increased use of EDP equipment to automate the charging process, only one Accountant was transferred.

An Accounting Technician was transferred from the Building Maintenance Department. This individual will supervise and review the coding of time reports using IGS labor rates for input to Data Processing for allocation to cost centers and will prepare monthly expenditure reports for actual costs of IGS services and budget information.

c) Industrial Engineer	1.0	29,038

To provide necessary services to user departments efficiently and at the least cost, a position of Industrial Engineer was developed for the General Services Agency. This individual will analyze, design and improve system efficiency in the GSA departments and will implement the Work Management System for the Motor Vehicle Department. Similar work management programs will be developed for the Communications and Building Maintenance Departments.

ACTIVITY	MAN-YEARS	AMOUNT
d) Real Property Management	1.0	$ 28,803

An Associate Right of Way Agent from the Flood Control District of the Public Works Agency was reclassified to a Real Property Manager and was transferred to GSA Administration. This individual will devise and maintain a program of real property management, negotiate leases, acquisitions and sales. Rather than function as part of the Flood Control acquisition team, he will independently be responsible for the County Real Property management.

Decrease in Consultative Systems Design Services $ (10,839)

The allocation of $20,839 in professional and specialized services was for a systems design consulting service. Computer systems design is a highly specialized skill and the expertise necessary was not available in the General Services Agency. The systems analysis was applied to the Building Maintenance Department, Records Services and Reprographics. The $10,000 recommended for fiscal year 1976-77 is necessary for systems analyses and application in the Communications Department.

New EDP System 77,880

A new allocation for rents and leases- equipment, was included for fiscal year 1976-77. Costs in this account were previously charged to the Stores Division budget and the $47,500 was transferred to the Administration budget. Also included is the incremental cost of additional features provided by the Hewlett Packard interactive computer system in the amount of $17,220. $5,000 additional is required for maintenance, $6,500 for paper stock, and $1,660 for tapes and storage.

This is not a completely new cost; even if this system were not installed, an IBM Systems 3 would be necessary at a total cost of $38,000. Therefore, the net increase in County cost is $39,880.

Increase in Credits -209,968

This is a new allocation for credit for interdepartmental services rendered, and is a chargeback to GSA Administration for the administrative and financial services they provide to non-IGS fund departments. This is not a net effect on the general fund, but rather a reallocation of costs to insure full recovery of funds from subvented programs.

Increase in Revenue 194,469

This is a new allocation for GSA administrative expense to IGS departments, which represents a reallocation of costs to insure full recovery of funds from subvented programs.

BUDGET UNIT SUMMARY REPORT

150 - PRIMARY ELECTION

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES	$ 708,272	$ 716,573	$ 716,573	$ 8,301	1.2%
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$ 708,272	$ 716,573	$ 716,573	$ 8,301	1.2%
REVENUE					
NET COUNTY COST	$ 708,272	$ 716,573	$ 716,573	$ 8,301	1.2%
MAN-YEARS					

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%

DISCUSSION SUMMARY

Although this budget is entitled "Primary Election," in 1976-77 it pays the cost of general election services and supplies.

SUMMARY OF CHANGES

SERVICES AND SUPPLIES	Man-Years	Amount	
1. Savings resulting from punch card voting system.		$ (-77,426)	
- Ballot cards cost decrease saves $11,040			
- Sample-ballot printing costs down $59,000.			
- Other increases and decreases reduce costs by $7,386.			
2. Spanish Language requirements		42,720	
3. General election (1976-77) less complex than priarmy election (1975-76).		(-27,975)	
4. Postage rate increase		35,662	
5. Inflation and price increases.		13,820	
6. Special election costs (offset by revenues).		25,000	
7. Savings from purchase of ditto equipment in Budget 155.		(3,500)	
Total Services & Supplies		$ 8,301	
Net County Cost			$ 8,301

BUDGET HIGHLIGHTS

See Budget Highlights in Budget Unit 155.

BUDGET UNIT SUMMARY REPORT

155 - Registrar of Voters

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 601,093	$ 621,181	$ 596,608	$ (4,485)	(7.5)
SERVICE & SUPPLIES	859,785	758,783	764,388	(-95,397)	(11.1)
OTHER CHARGES					
FIXED ASSETS	2,209	357,347	55,440	53,231	2409.7
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$1,463,087	$1,737,311	$1,416,436	$ (46,651)	(3.2)
REVENUE	$ 81,000	$ 199,276	199,276	118,276	146.1
NET COUNTY COST	$1,382,087	$1,538,035	$1,217,160	$(164,927)	(11.9)
MAN-YEARS	49.54	50.54	49.54	0	

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
REGISTRATION AFFIDAVITS	$ 208,000	$ 185,000	$ 185,000	($23,000)	(11.1)
REGISTERED VOTERS	570,000	600,000	600,000	30,000	5.3
POLLING PLACE DAYS	1,608	1,882	1,882	274	17.1
ABSENT VOTERS	18,000	30,000	30,000	12,000	66.7

DISCUSSION SUMMARY

The Registrar of Voters conducts County-wide and local elections, registers voters, and keeps voting lists up-to-date.

The proposed budget reduces expenditures by 3.2 percent, projects revenue growth of 146 percent, and reduces County costs by 11.9 percent.

SUMMARY OF CHANGES

The decrease of $164,927 may be summarized as follows:

		Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS			
1. Addition of Administrative Assistant II position to reduce management overtime and to plan and implement improvements in operations.		1.0	$ 19,090
2. Clerical adjustments:			(12,564)
- Delete vacant Supervising Clerk II as a result of reorganization of workload.	($13,671)	(1.0)	
- Fund existing Clerk II position because of promotion of experienced Clerk Intermittent II.	10,066	1.0	
- Delete 1 Clerk Intermittent II because of promotion of experienced personnel to Clerk II.	(8,959)	(1.0)	
3. Salary adjustments:			(12,148)
- Salary savings up from 5.2% to 7.6%.	($12,491)		
- Differentials up 2.8% from $12,120 to $12,463	343		
4. Changes in employee benefits:			1,137
- Retirement up 4.7%	$1,173		
- FICA down .3%	(36)		
Subtotal		0.0	($ 4,485)

	Man-Years	Amount
SERVICES AND SUPPLIES		
5. Purchase of Votomatic voting system instead of maintaining existing equipment.		($ 50,125)
6. Office expenses up 43% from $58,820 to $84,114:		25,294
- Postage rate increase $ 3,280		
- Postage increase caused by heavier voter's pamphlet 8,000		
- "Failure to Vote" postage 20,700		
- Office expense inflation $ 1,525		
- "Failure to Vote" notices 2,400		
- Spanish language costs 5,389		
- Reduction in affidavits of registration because of postcard registration (11,000)		
- Reduced postage on affidavits (3,000)		
- Transfer to reprographics account (2,000)		
7. Post card registration allows 75% reduction in deputy registrar costs.		(34,000)
8. Professional and specialized services down 33% from $44,836 to $33,760:		(11,076)
- Spanish translations $ 4,500		
- Indexes of voter registration 19,260		
- Contract programming 10,000		
- Current appropriation (44,836)		
9. Data processing cost decline of 12.2% from $174,647 to $147,135. (Proposed budget includes $6,480 for study of "stand alone" vote count and registration system.)		(27,512)

		Man-Years	Amount	
SERVICES AND SUPPLIES (Cont.)				
10.	Miscellaneous increases:		$ 2,022	
	- Transfer to Reprographics account from "office expense"	$2,000		
	- Communications down 13% from $14,399 to $12,600	(1,739)		
	- Motor vehicle and travel up 35% from $4,662 to $6,296 owing to elections.	1,634		
	- Other	127		
	Subtotal			$(95,397)
FIXED ASSETS				
11.	Replace conference table and six chairs to provide more room and better working conditions in Registrar's Office.		$ 1,100	
12.	Replace 2 manual typewriters with Selectric II's to upgrade quality of work and working conditions in staff services unit and elections unit.		1,960	
13.	Desk and chair for Administrative Services Assistant. (Replacing desk and chair in current inventory for deleted position of supervising clerk.)		375	
14.	New equipment to microfilm and store "postcard" registration affidavits. Offset by ongoing savings of $48,000 from reduction in deputy registrars ($34,000) and reduction in affidavit costs:		43,447	
	- Affidavit forms and processing.	$11,000		
	- Postage costs.	3,000		

		Man-Years	Amount	
FIXED ASSETS (Cont.)				
15.	Stencil duplicating equipment offset by $3,500 savings in Budget Unit 150 - Primary Election - printing costs.		$ 3,183	
16.	Purchase heavy capacity fork-lift truck because of insufficient capacity and safety hazard of present lightweight forklift.		5,000	
17.	Replace mailing scale with more efficient model.		375	
	Total Fixed Assets Recommended		55,440	
	Less current year allowed		(2,209)	
	Total Increase in Fixed Assets			$ 53,231
	Total Expenditure Change Recommended			$(46,651)
REVENUE				
18.	Increases resulting from County election services provided to other governments.		$114,076	
18.	Other revenue increases:		4,200	
	- "Proposition 9" penalties	$3,000		
	- Votomatic Rentals	1,200		
	Total Revenues			$118,276
	Net County Cost	0.0		$(164,927)

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Staffing Changes	0.0	($ 4,485)

The proposed budget establishes a new Administrative Services Assistant position to reduce management overtime and to provide staff for analysis and improvement of operations. Presently, the Registrar and Assistant Registrar are unable to carry out special assignments which would lead to an improvement in productivity and more accurate charges to other agencies for election services. Some of the special assignments to be carried out are: (1) work flow, (2) office layout, (3) elections procedures, (4) staff organization, and (5) charges to other taxing units.

The budget deletes a Supervising Clerk position as a result of reorganization of workload and promotes a Clerk Intermittent II to Clerk II.

Punch Card Voting System	($ 77,426) #150
	($ 50,125) #155
	($127,551)

In 1975, the Board of Superivsors ordered the purchase of a punch card voting system to replace existing equipment having a high maintenance cost.

Purchasing the punch card voting system saves $144,000 in the three-year period ending 1977-78. Thereafter, savings in operating costs will be $296,000 annually. In the proposed budget, maintenance charges are reduced by $301,530 as a result of switching to the punch card system. The second installment on the punch card system, included in the proposed budget, is $251,405. Budget Unit 150 (Elections) shows an operating cost reduction of $77,426 as a result of the punch card voting system. That savings, combined with savings of $50,125 in this budget, results in an overall savings of $127,551 in the budget year.

Spanish Language Materials	$ 52,609

The new Federal mandate that election materials be made available in Spanish increases costs this year by $52,609. This includes the added cost of translating, printing, and mailing election materials.

BUDGET HIGHLIGHTS

(Continued)

ACTIVITY	MAN-YEARS	AMOUNT
Postcard Registration		($ 4,553)

A new State-mandated postcard registration system cuts on-going costs by $48,000 through reduction in the cost of deputy registrars and affidavits. First year equipment costs to implement the post-card system are $43,447, resulting in a savings this year of $4,553.

Election Costs		$ 28,125

Election costs are up $56,100 including: (1) $23,100 for clearing registration lists for "failure to vote"; (2) $8,000 for the voters pamphlet; and (3) $25,000 for special district elections, for which offsetting revenue will be received. These increases are offset by a reduction of $28,000 because the general election ballot is simpler than the primary ballot.

Other Changes		$ 11,265

Increased costs resulting from inflation, postage rate increases, and equipment replacement result in an overall increase of $11,265.

Data Processing Equipment Study		$ 6,240

The new punch card voting system includes two mini-computers to count ballots. However, the Registrar of Voters will still be dependent on central Data Processing to generate ballot count reports and to perform data processing functions relating to registration.

A stand-alone ballot count system would offer these advantages: (1) improved security for the election process and (2) greater flexibility in the location of Registrar of Voters office space.

BUDGET HIGHLIGHTS

(Continued)

ACTIVITY	MAN-YEARS	AMOUNT

Data Processing Equipment (Cont.)

An automated voter registration system would improve services by providing rapid access to files, fast updating of files, information on precincts and registration by party and location, walking lists, statistical reports, etc.

Both of these proposals require analysis to determine (1) whether they are cost/beneficial and (2) the best means of implementation. To accomplish that, the recommended budget includes three months of senior programmer time at $2,080 per month, a total of $6,240.

Revenue $118,276

Revenue in Budget Unit 155 is up 146 percent from $81,000 to $199,276 as a result of an increase in the number of city and district elections held in general election years.

GENERAL SERVICES AGENCY

BUDGET UNIT SUMMARY REPORT

160 - Communications

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 454,948	$ 565,799	$ 534,974	$ 80,026	17.6
SERVICE & SUPPLIES	119,434	228,933	212,715	93,281	78.1
OTHER CHARGES	1,921,173	2,179,633	2,197,072	275,899	14.4
FIXED ASSETS	41,802	74,904	52,897	11,095	26.5
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$2,537,357	$ 3,049,269	$ 2,997,658	$ 460,301	18.1
REVENUE	$2,495,555	2,974,365	2,944,761	449,206	18.0
Fixed Assets Reserve	41,802	0	52,897	11,095	26.5
NET COUNTY COST	$ 0	$ 74,904	$ 0	$ 0	0
MAN-YEARS	31.13	36.69	34.69	3.56	11.4

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
In-Service	570	626	626	56	9.8
Installations	56	31	31	(25)	(44.6)
EQUIPMENT INSTALLERS					
Removals	208	230	230	22	10.6
Installations	312	360	360	48	15.4
Telephone Station Lines	4,178	4,290	4,290	112	2.7
Telephone Instruments	6,912	7,100	7,100	188	2.7

DISCUSSION SUMMARY

The Communications Department of the General Services Agency performs the following functions:

Engineering and Maintenance - Provides electronic maintenance for equipment used by the County, its cities and districts.

Telephone Services - Provides telephone service to County users.

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. An addition of a Senior Communications Technician to augment the supervisory staff from one Senior position to two positions. This individual will direct activities of the field technical work force; will engage in field inspections and will instruct and assist technicians in more difficult work.	1.0	$ 20,835
2. An addition of two Communications Technicians midyear, increase the technician staff from four positions to six positions. These individuals will maintain mobile and hand carried radio transmitters and receivers; tune and adjust microwave stations; keep a Federal log of actions taken.	2.0	34,987
3. Transfer of a Clerk II position from the Sheriff's Department to Communications to operate telephone switchboards.	1.0	11,119
4. Reduction of 860 FH payments for an as-needed Clerk II position because of reduced PBX workload.	(.44)	(3,767)
5. Reclassification of an Account Clerk I to a Specialist Clerk and a Stenographer II was reclassified to Secretary I.		2,148
6. New allocation for differentials in order to have technicians on call for emergency repairs during off-duty hours. Two specialists in different types of equipment are required on standby time during weekends and week night hours. This was inadvertently not requested in last year's budget.		12,896
7. Decrease in overtime from $10,927 to $5,202 because it is anticiapted that theadditional Senior Communications Technician will provide greater efficiency by eliminating time lost in assigning work and in more intensive supervision of both shop and field workers.		(5,725)

	Man-Years	Amount	
8. Decrease in Salary Savings from 6.33% to 5.01% is based on current experience. Communications has overexpended in salaries and wages for 1975-76 and it is felt that 5.0 1% will more accurately reflect the actual experience.		$ 2,483	
9. Adjustments in Employee Benefits.		5,050	
Subtotal - Salaries and Employee Benefits	3.56		$ 80,026

SERVICES AND SUPPLIES

10. Increase in Office Expense from $6,000 to $9,357 because additional funds of $8,557 are needed for Xerox charges previously absorbed by Purchasing, supplies and forms required for the proposed automated billing and inventory control system, plus current year appropriation, less $5,200 transferred to new account for Reprographics.	3,357	
11. New account for Reprographics Services previously absorbed in Office Expense. The transferred amount from office expense is $5,200 for two printings of the telephone directory and stationery . An additional $1,000 is the increase in cost of printing the telephone directory.	6,200	
12. Increase in parts and equipment - IGS, to purchase required parts to relocate, modify and install the Hayward Hall of Justice microwave system.	6,000	
13. New allocation for Maintenance- Equipment will be used to service office equipment and shop frequency standards.	1,849	
14. Decrease in Maintenance-Electronic Equipment from $6,500 to $3,769 because no expense for radio installation in departmental vans is anticiapted.	(2,731)	
15. Increase in Communications from $2,884 to $5,355 is because the current year appropriation does not reflect the telephone expense of the departmental headquarters at 4400 MacArthur Blvd.	2,471	

	Man-Years	Amount
16. Increase in Transportation- Motor Vehicles from $15,465 to $26,698 is because of the increase in motor vehicle rates, the addition of two Communications Technicians mid-year utilizing vans to fulfill their function;& additional vehicle for the recommended Senior Communications Technician.		$ 11,233
17. Increase in Professional & Specialized Services from $4,400 to $32,570 is primarily to provide funds of $ 15,000 for the evaluation of telphone services and $3,600 for outside engineering service for the microwave system.		18,170
18. New allocation for administrative and financial services chargeback from GSA Administration. This is not a net general fund cost, but rather a reallocation of costs to insure full recovery of funds from subvented programs.		46,016
19. Miscellaneous changes:		
- Clothing	$ 124	
- Laundry	(325)	
- Small Tools	(358)	
- Memberships	21	
- Travel	109	
- Compensation Ins.	1,145	
		716
Subtotal Services and Supplies		$ 93,281

OTHER CHARGES

20. As calculated from the fixed assets records, other charges have increased from $1,921,173 to $2,197,072. An increased amount of $255,337 has been recommended to cover new telephone tariffs. A write-off of $5,210 for inventory items valued at less than $100 has been included as well as an increase of $17,439 for County indirect costs per the Auditor's estimate.		
Subtotal Other Charges		275,899

	Man-Years	Amount
FIXED ASSETS		
21. Increase in fixed assets from $41,802 to $52,897 is for necessary equipment for the maintenance of radios and microwave system and for equipment required for the two additional Communications Technicians allocated mid-year.		
Subtotal - Fixed Assets		$ 11,095
Total Expenditures		$ 460,301
REVENUE		
22. Increase in Revenue from $2,495,555 to $2,954,761 is based on sale of electronic parts and increase in overhead costs for engineering and maintenance labor. Also reflected are tariff increases.		
Subtotal - Revenue		449,206
FIXED ASSETS RESERVE		11,095
Net County Cost	3.56	$ - 0 -

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Increase in Technical Staff	3.0	$ 60,116

To gain maximum worker productivity, on-site field work inspections are required. Without this first-line supervision, there is a loss of control in work forces, particularly with field technicians.

As now structured, the currently authorized Senior Technician supervises 12 technical workers. These positions are: 2 Microwave Technicians, 2 Equipment Installers, 2 Electronics Technicians and 6 Communications Technicians. This is too great a span of control even if there were no field supervision responsibilities. An additional position of Senior Technician will provide greater efficiency and increased revenue by eliminating time lost in assigning work and in more intensive supervision of both shop and field workers.

A mid-year Board action increased the Communications Technician staff by 50%, from 4 positions to 6 positions. These positions will alleviate some ofthe maintenance backlog and will provide more and better service to the cities which will increase revenue offsetting the costs of the additional Communications Technicians.

Below is a summary of workload statistics:

	FY 75-76	FY 76-77
Basic Maintenance Units (Labor Hours)	$ 9,787	$ 11,958
Construction/Installation (Labor Hours)	439	4,167
Total Labor Hours Requirements	10,226	16,125
Total Hours Available	8,694(1)	11,592(2)
Labor Hours Needed (Backlog)	1,532	4,533

(1) 1975-76- 4 Full-year and 2 half-year Communication Technicians and 1 Senior Communications Technician @ 1,449 productive hours per annum $ 8,694

(2) 1976-77 - 6 Full-year Communications Technicians and 2 Senior Communications Technicians @ 1,449 productive hours per annum. $ 11,592

ACTIVITY	MAN-YEARS	AMOUNT

However, while the workload justifies even more staff, it is recommended that there be an evaluation of the additional Senior Communications Technician and 2 mid-year Communications Technicians before any additional staff is recommended. Therefore, the two additional Communications Technicians requested (other than the two mid-year positions) are not recommended at this time.

Telephone Services Study $ 15,000

A review of County telephone bills indicate that approximately $200,000 per year is being spent on calls which would have been placed on the existing tie-line network. The calls are made direct because of malfunctions in the present telephone system.

Failure to seek an alternative to the present tie-line system will result in continuing unnecessary telephone costs to the County. Historically, the costs of direct telephone calling, referred to as toll and message unit calls, have increased at a rate higher than private line service.

The estimated cost of $15,000 is to cover programming and computer time and engineering time and will cover the cost of preparing a technical specification for equipment design.

Chargeback for Administrative Services 46,016

A new allocation was recommended for administrative and financial services chargeback from General Services Agency Administration. This is not a net general fund cost, but rather a reallocation of costs to insure full recovery of funds from subvented programs.

Increase in Pacific Telephone Tariffs 255,337

An increase in Other Charges to cover the costs of new telephone tariffs has been recommended. The sum requested includes usage, sensitive pricing, and measured rate local telephone calls.

Increases in Revenue 480,385

Increased revenue by $6,000 relates directly to the cost of parts to be consumed installing the Hayward Hall of Justice microwave. Increased engineering and maintenance labor overhead costs amounting to $76,328 is directly attributable to the increased revenue.

Anticipated increases in telephone revenue in the amount of $398,057 reflects Pacific Telephone tariff increases and departmental overhead expense increases.

GENERAL SERVICES AGENCY

BUDGET UNIT SUMMARY REPORT

FORM 104-6

162 - County Dispatching Services

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 125,124	$ 150,521	$ 145,730	$ 20,606	16.5
SERVICE & SUPPLIES	6,421	23,615	23,613	17,192	267.8
OTHER CHARGES					
FIXED ASSETS	1,006	1,006	0	(1,006)	(100.0)
EXPENDITURE TRANS. & REIMBS.	0	0	-96,426	-96,426	-
TOTAL EXPENDITURES	$ 132,551	$ 175,242	$ 72,917	$ (59,634)	(45.1)
REVENUE	114,973	150,521	72,917	(42,056)	(37.1)
NET COUNTY COST	$ 17,578	$ 24,721	$ 0	$ (17,578)	(100.0)
MAN-YEARS	9.42	9.93	9.93	.51	5.4

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Transactions					
Animal Control	13,764	13,764	13,764	0	0
Fire Alarm	3,393	3,678	3,678	285	8.4
Ambulance	22,284	50,138	50,138	27,854	125.0

DISCUSSION SUMMARY

County Dispatching was initiated last year, for the purpose of providing centralized fire dispatch services for eight fire districts and also to provide animal control services.

The eight fire districts receiving services were Ashland, Cherryland, San Lorenzo, Valley Community Services District, Fairview, Castro Valley, Tassajara and Tennyson. During the current fiscal year, the Central Medical Emergency Dispatch (CMED) System was added. This consolidated system has provided substantial savings to both the fire districts and the County. The system operates out of the Sheriff's Emergency Operating Center.

SUMMARY OF CHANGES

	Man-Years	Amount	
SALARIES AND EMPLOYEE BENEFITS			
1. Increase of .51 positions, due to addition of CMED to cover certain shifts where 3 persons are required.	.51	$ 5,133	
2. Increase in differentials to fund a 5% footnote for lead dispatcher on each shift.		3,537	
3. Decrease in salary savings from 9% to 2.84%, due to a phase out of CETA positions. It was anticipated last year that 5 of the 9 positions hired would be funded through CETA. In actuality, only one CETA positions was hired.		6,760	
4. Computer error in last year's budget resulted in a shortage in health benefits.		3,110	
5. Increase in benefits		2,066	
Subtotal Salaries & Employee Benefits	.51		$ 20,606
SERVICES AND SUPPLIES			
6. Increase in Maintenance of Electronic Equipment from $1,080 to $1,800 to provide for completion of work on the fire alarm system.		720	
7. Administrative overhead charges for GSA Administration in order to insure maximum county revenue from subvented program. This is not a net county cost but rather a reallocation of costs from GSA Administration.		16,280	
8. Miscellaneous			
-Office and Reprographics		$ 74	
-Maintenance & Equipment		(34)	
-Travel		(120)	
-Communications		260	
-Compensation Insurance		12	
		192	
Subtotal Services and Supplies			17,192

	Man-Years	Amount
EXPEND. TRANSF. & REIMBS.		
9. Credits for interdepartmental services will increase from 0 to $96,426 because of the charges to Animal Control of $11,754 and to CMED of $84,672. Last year, Animal Control was not charged for the services and CMED began January 1 of this fiscal year.		
Total Expend. Trans. & Reimbs.		$ 96,426
FIXED ASSETS		
10. Decrease in fixed assets from $1006 to $0 is because necessary equipment for the program has been acquired and additional equipment is not necessary for next fiscal year.		(1,006)
Total Expenditures		$(59,634)
REVENUE		
11. Revenues decreased $42,056 because more of the costs of dispatch are offset by CMED. The revenue represents charges made to the various fire districts for their services.		
Total Revenue		(42,056)
Net County Cost	.51	$(17,578)

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS		AMOUNT
The Addition of CMED	.51	Expenditures	$ (79,539)
		Revenue	-42,056

In March 1976, Centralized Medical Dispatch became operational. This addition to current dispatching operation will cause only a small increase in staff (.51 positions) at a cost of $5,133. It is anticipated that approximately one-half of the cost of the dispatch will be charged to Health Care Services ($-84,672). This addition will decrease the revenue currently paid by the Fire Districts by $42,056. These figures are only estimates and changes will be made in the final budget. The current system of charging between the Fire Districts and Animal Control will have to be revised before the final budget.

Miscellaneous Personnel Changes	-	$ 10,297

Differentials were increased by $3,537 to pay the lead dispatcher an additional 5%. This was done mid-year to insure that there was one responsible Dispatcher in case of an emergency.

Salary Savings decreased substantially from 9.0 to 2.8% because of a phase out of CETA positions. It was anticipated that 5 of the 9 positions would be funded through CETA, which did not occur. The 2.84% was computed by reviewing each employee's current salary status.

Administrative Overhead	-	$ 16,280

This is a new allocation for charges for administative services provided by the General Services Administration. These services include personnel, accounting, and budget. There is no net general fund increase but rather, a reallocation of costs. Formerly these costs were charged as part of A-87 overhead.

BUDGET UNIT SUMMARY REPORT

FORM 104-6

163 - Project 911

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 15,328	$ 5,400	$ 5,400	$ (9,928)	(64.8)
SERVICE & SUPPLIES	74,105	445,127	445,127	371,022	500.7
OTHER CHARGES					
FIXED ASSETS	720	300	300	(420)	58.3
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$ 90,153	$ 450,827	$ 450,827	$ 360,674	400.0
REVENUE	81,138	405,744	405,744	324,606	400.0
NET COUNTY COST	$ 9,015	$ 45,083	$ 45,083	$ 36,068	400.0
MAN-YEARS	0	0	0	0	0

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
N/A					

DISCUSSION SUMMARY

The 911 Project is 90% grant funded through LEAA, for the purpose of creating a three-digit emergency telephone number whereby residents of Alameda County who are in distress situations can call 911 and speak to a dispatcher for police, fire or ambulance service. The program is mandated by the State for 1982 with some level of reimbursement. The Project 911 program began in 1973 with a grant of $81,138. The second phase involving a grant of $828,573 was awarded on December 5, 1975 and is expected to run through March 1978; at that time, a third grant of an estimated $1,182,789 will be awarded.

The second phase of the program involves the actual installation of the telephone equipment and computer programming. A contract with Pacific Telephone at a cost of $400,000 will be signed to provide for the required engineering work. The third part of the grant will be for the first two years of operating and monitoring costs and final development of the selected routing system.

In 1976-77 fiscal year, the County's 10% matching funds will amount to $45,083, an increase of $36,068 over the last year's allocation of $9,015.

BUDGET UNIT SUMMARY REPORT

165 - Advertising County Resources

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES	$356,952	$366,652	$366,652	$9,700	2.7
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$356,952	$366,652	$366,652	$9,700	2.7
REVENUE					
NET COUNTY COST					
MAN-YEARS					

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Not Applicable					

DISCUSSION SUMMARY

The budget provides funds for cooperative agreements with various organizations whose operations are directed toward inducing immigration and increasing trade and commerce of the county. Government Code Sections 26100 et seq. provide the legal basis for such appropriations.

SUMMARY OF CHANGES

SERVICES AND SUPPLIES	Amount	
1. Convention and visitor item. This item was deleted from the 1975-76 Final Budget pending further information. On September 2, 1975, the Board restored the item.	$9,700	
Total Increase		$9,700

NOTE: Although the entire Advertising Budget is submitted as a policy matter for review by the Board at the June hearings, two specific items will require decision:

1. Reduction in Chamber of Commerce allocation	$15,539
2. Bicentennial Commission	74,445

See Policy Matter statements

Budget Hearing

[XX] POLICY MATTER (Funds Included)

[ ] POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
165 - Advertising County Resources	

TITLE	AMOUNT
Advertising Budget	$366,652

DESCRIPTION:

The entire Advertising Budget is submitted as a Policy Matter for review at the June hearings.

Each of the allocations shown on the attached sheet will be reviewed as will any other requests that are received prior to the hearing.

Two specific items have already been identified for consideration:

1. Reduction in Chamber of Commerce Allocation $15,539

In 1973 the Board adopted a policy to reduce the allocation to Chambers of Commerce by 10% of the 1972-73 allocation for five years, to reduce the allocation by half. The policy was carried out in 1973-74 and 1974-75. In 1975-76 the policy was carried out except for Castro Valley and Dublin which were left at the 1974-75 level on the grounds that they had no support from a city. On March 16, 1976, the Board reviewed this policy and referred the matter to the County Administrator to present as a policy matter in the Budget Message. Accordingly, these amounts have been left unchanged in the Proposed Budget. The alternatives are as follows:

	Change From Proposed Budget
A. Continue existing policy of 10% reduction.	$ (15,539)
B. Continue existing policy except for Castro Valley and Dublin which would remain at current level.	(14,056)
C. Discontinue reduction for all Chambers.	0

2. Bicentennial Commission $74,445

An amount of $74,445 was included in the 1975-76 budget for bicentennial activities. This was to fund the Commission through June 1976. As of April 8, 1976, the Commission has not submitted a request for 1976-77. The amount is left in the Proposed Budget subject to review and modification at the June hearings.

ADVERTISING BUDGET - 1975-76

General	1974-75 Allowed	1975-76 Requested	1975-76 Art Commission Recommended	Board Action
Advertising & Promotion	$ 67,500	$ 67,500		$ 67,500
Capitol Exhibit	1,000	1,000		1,000
New Industries	16,800	16,800		16,800
Community Development	12,500	12,500		12,500
Convention & Visitors	9,700	9,700		9,700
Transportation Advisory	1,000	1,000		1,000
Subtotal	$108,500	$108,500		$ 98,800
Chambers				
Alameda	$ 7,563	$ 6,618		$ 6,618
Albany	2,154	1,885		1,885
Berkeley	13,987	12,239		12,239
Castro Valley	7,890	6,904		7,890
Dublin	2,531	2,214		2,531
Fremont	15,713	13,749		13,749
Hayward	12,539	10,971		10,971
Livermore	4,541	3,974		3,974
Newark	3,563	3,117		3,117
Oakland	34,200	29,925		29,925
Pleasanton	3,127	2,736		2,736
San Leandro	11,361	9,941		9,941
Union City	3,693	3,231		3,231
Subtotal	$122,862	$107,504		$108,807
Miscellaneous				
Marine Ecology Program				$ 20,000
Admission Day Celebration Comm.	$ 1,000	$ 1,000		1,000
JACKIE	750	750		1,000
Memorial Day Commission	300	300		300
Veterans Day Commission	1,500	1,500		1,500
Sheriff Reserves	750	1,000		1,000
Sheriff's Posse	2,000	3,000		2,000
Bay Area Council	1,000	1,000		1,000
Bicentennial Commission	4,600	74,445*		74,445
Hayward Park & Recreation	0	3,000		3,000
Police Olympics	0	500		500
Subtotal	$ 11,900	$ 86,495		$105,745

Arts	1974-75 Allowed	1975-76 Requested	1975-76 Art Commission Recommended	Board Action
Art Resource Center	$ 500	$ 0	$ 0	0
East Bay Productions	500	0	0	0
Hayward Festival of Arts	1,000	5,000	1,500	$ 1,500
Livermore Cultural Arts	1,000	1,500	1,300	1,300
Oakland Metro. Ballet	800	1,000	800	800
Oakland Symphony Orchestra Assn.	25,000	25,000	15,000	20,000
Philharmonic Orch.-Fremont/Newark	1,000	1,650	1,500	1,500
Producers Association	1,000	1,500	1,000	1,000
Young Peoples Symphony	1,000	0	0	0
Amador-Livermore Historical Soc.	10,000	10,000	None	10,000
Livermore Heritage Guild	0	1,000	None	0
Berkeley Promenade Orchestra	0	5,000	1,500	1,500
Center for Visual Arts	0	2,500	500	500
Dimensions Dance Theater	0	Open	500	500
Oakland Ballet Co.	2,000	15,000	5,000	5,000
Upstairs Art Assoc.	0	10,000	0	0
Subtotal	$ 43,800	$ 79,150	$ 28,600	$ 43,600
Miscellaneous	500	500		
GRAND TOTAL	$287,562	$382,149	$ 28,600	$356,952

*$4,500 Seed Money

Board Actions	$ 356,952
Less Original Budget	272,204
Net Increase	$+ 84,748

BUDGET UNIT SUMMARY REPORT

171 - Workmen's Compensation Insurance

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES	$ 66,700	$ 118,730	$ 91,843	$ 25,143	37.7
OTHER CHARGES	731,914	1,029,885	746,339	14,425	2.0
FIXED ASSETS					
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$ 798,614	$1,148,615	$ 838,182	$ 39,568	5.0
REVENUE	$ 798,614	$1,148,615	$ 838,182	$ 39,568	5.0
NET COUNTY COST	0	0	0	0	0
MAN-YEARS					

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
N/A					

DISCUSSION SUMMARY

Workmen's Compensation Insurance is an Intragovernmental Service Account which charges departments for providing State-mandated compensation benefits for job-related disabilities.

SUMMARY OF CHANGES

SERVICES AND SUPPLIES		Amount
1. Increase in Professional and Specialized Services from $36,825 to $54,973 due to increase in the fees for claims adjusting services from $15,500 to an estimated $32,000. In addition, an increase of 10% is anticipated for charges made to the Personnel budget for the services of the Safety Officer and the Claims Assistant.		$ 18,148
2. Increase in our excess coverage from $29,875 to $35,165. Rates for this insurance have increased substantially. The County currently has a $100,000 deductible policy. To continue this policy would cost $59,630. It is therefore recommended that the County increase the deductible from $100,000 to $250,000. There are sufficient reserves available to cover any potential major loss.		5,290
3. Miscellaneous		
Memberships, Dues & Subscriptions	$ 75	
Travel	330	
Reprographics	1,300	
		1,705
Total Increase in Services & Supplies		$ 25,143

OTHER CHARGES	
4. Increase in Compensation benefits paid out from $97,500 to $264,299 for two reasons:	
(a) Experience has shown a higher payout than originally predicted.	
(b) There is one additional year to pay out benefits. Generally, claims are paid over seven years; the County is in the fourth year of self-insurance.	166,799
5. Increase in medical benefits paid out from $97,500 to $192,128 for the same reasons as for Compensation benefits.	94,628
6. Increase in legal fees from $15,000 to $43,691 based on experience and one additional year.	28,691

	Amount	
7. Increase in county indirect costs from $4,381 to $13,948 because of increased time spent by the Auditor's Office.	$ 9,567	
8. Decrease in Reserves budgeted because of the increase in Reserves held in the Assets accounts which have been accummulated over the past 3 years.	$(285,260)	
Total Other Charges		$ 14,425
Total Appropriation		$ 39,568

REVENUE

9. Increase from $798,614 to $838,182 because of an anticipated increase in gross salaries and wages for the next year. The current rates will remain in effect.	$ 39,568

REQUIREMENTS & FUNDS AVAILABLE

REQUIREMENTS

Expenses	$ 605,909
Assigned Reserves	760,803
Unassigned Reserves	833,222
Total	$2,199,934

FUNDS AVAILABLE

Reserves - June 30, 1976	$1,361,752
Revenue for 1976-77	838,182
	$2,199,934

BALANCE SHEET

1975-76

	Beginning Balance 7/1/75:		
	Assigned Reserve	$ 472,048	
	Unassigned Reserve	568,614	
			$ 1,040,662
Plus:	F/Y 1975-76 Revenues		790,738
Minus:	F/Y 1975-76 Expenditures (Excludes Reserve Account #4575)		(469,648)
	Ending Balance 6/30/76:		
	*Assigned Reserve	$ 585,000	
	Unassigned Reserve	776,752	
			$ 1,361,752

*Estimate by Kautz

PROJECTED EXPENSES AND RESERVES FOR 1976-77

Year	Total	Expenses	Assigned Reserves
1973-74	$ 234,114	$ 70,234 30%	$ 163,880
1974-75	214,807	128,884 60%	$ 85,923
1975-76	282,000	141,000 50%	141,000
1976-77	530,000	160,000 30.2%	370,000
General Administration	105,791	105,791	0
TOTAL	$1,366,712	$605,909	$ 760,803

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Administrative Expense	-	$ 45,191

The Workmen's Compensation Insurance program is currently in a state of change. The County's entire insurance program is being reviewed by Warren McVeigh and Associates, an insurance consulting firm.

The County has been self-insured for Workmen's Compensation for 3 years. During that time, the County has had a favorable contract, at $15,500 per year, with R.L. Kautz & Co. for claims adjustments. It is anticipated that this fee will increase to approximately $32,000. This office will evaluate the possibility of self-administration of claims for fiscal year 1977-78.

Legal and investigative costs have significantly increased, from $15,000 to $43,691. The County currently has a contract with the legal firm of Hammond and Brophy who are Workmen's Compensation specialists, at a rate of $40 per hour. During the next year, this office will evaluate and discuss with County Counsel the possibility of adding one additional attorney in County Counsel's Office to handle matters requiring litigation.

Reserves and Benefits (26,255)

The Budgeted Reserves will significantly decrease in next fiscal year because of the build up of Reserves in the Auditor's Assets Account. The Budgeted Reserves will decrease from $519,885 to $232,273. However, at the same time, medical and compensation benefits expenses will substantially increase from $195,000 to $456,357. This is based on two factors: 1) the County's experience on these benefits is that more must be paid out than was expected; 2) benefits are usually paid over a 7-year period and the County is only in its 4th year, so that expenses and reserves will continue to increase over the next three years.

Revenues 39,568

The Workmen's Compensation rates are recommended to remain the same but a 6% increase in Revenues is based on increased salaries and staff for next year. The $838,182 charged to County departments is substantially less than the $1,460,189 the County would pay the State for the same benefits under the State program.

BUDGET UNIT SUMMARY REPORT

173 - Public Liability Insurance

FORM 104-B

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES	$ 1,324,000	$ 2,959,650	$ 2,959,650	$ 1,635,650	123.5
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.	-35,000	$-2,135,000	$ -2,135,000	$ -2,100,000	
TOTAL EXPENDITURES	$ 1,289,000	$ 824,650	$ 824,650	$ (464,350)	36.0
REVENUE					
NET COUNTY COST	$ 1,289,000	$ 824,650	$ 824,650	(464,350)	36.0
MAN-YEARS					

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
N/A					

DISCUSSION SUMMARY

This budget includes 5 different insurance policies:

1) Malpractice
2) Excess General Liability
3) Non-Owned Aircraft
4) Fairgrounds General Liability
5) Fairgrounds Automotive Liability

SUMMARY OF CHANGES

SERVICES AND SUPPLIES	Amount
1. Increase in the cost of Malpractice insurance for all medical services provided by the County. This coverage has proved extremely explosive and will cost the County over $1 million more than was budgeted last year. It is estimated that Malpractice insurance will increase 177.4% from $757,000 to $2,100,000 in 1976-77.	$ 1 ,343,000
2. It is recommended that the reserve for General Liability Insurance increase from $250,000 to $500,000. Last year the County went self-insured on General Liability for the first $250,000 loss. This is not a cumulative total, but the $250,000 maximum is for each loss. The goal is a reserve of $1 million.	250,000
3. Increase in legal and investigation fees for litigation arising out of claims against the County are anticipated to increase from $52,000 to $80,000, up 53.9%.	28,000
4. Increase in General Liability policy from $240,350 to $255,000.	14,650
5. Increase in Credits, due to all Malpractice insurance costs being allocated to the departments. In past years, Malpractice charges were a part of A-87 overhead.	-2,100,000
Total Appropriation	$(464,350)

BUDGET UNIT SUMMARY REPORT

174 - Other Insurance & Surety Bonds

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$				
SERVICE & SUPPLIES	3,195	$ 3,255	$ 3,255	$ 60	1.9
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS, & REIMBS.	-1,670	-1,730	-1,730	-60	(-3.6)
TOTAL EXPENDITURES	$ 1,525	$ 1,525	$ 1,525	$ 0	0
REVENUE					
NET COUNTY COST	$ 1,525	$ 1,525	$ 1,525	$ 0	0
MAN-YEARS					

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
N/A					

DISCUSSION SUMMARY

This budget includes policies to insure the County against two kinds of losses. Loss due to boiler problems and losses on moving equipment. The credits are from Roads, who bear a large share of the equipment insurance costs.

BUDGET UNIT SUMMARY REPORT

FORM 104-6

193 - County Contribution to Retiree Benefits

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES					
OTHER CHARGES	$35,000	$35,000	$35,000	0	0.0
FIXED ASSETS					
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES					
REVENUE					
NET COUNTY COST	35,000	35,000	35,000	0	0.0
MAN-YEARS					

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
NOT APPLICABLE					

DISCUSSION SUMMARY

This budget provides the General Fund contribution for retirees' health insurance coverage. The Board of Supervisors has established this fund for the purpose of extending health benefits as well as partially offsetting retiree health plan costs. Increases or decreases in this budget are subject to Board policy.

BUDGET UNIT SUMMARY REPORT

197 - Unallocated Building Costs

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES	$ 88,623	$ 188,562	$ 188,562	$ 99,939	112.8
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 88,623	$ 188,562	$ 188,562	$ 99,939	112.8
REVENUE					
NET COUNTY COST	$ 88,623	$ 188,562	$ 188,562	$ 99,939	112.8
MAN-YEARS					

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
N/A					

DISCUSSION SUMMARY

This budget provides a resting place for building charges which cannot be charged appropriately to any budget but are costs which must be borne by the County General Fund. These include costs attributable to the Law Library, Arroyo Del Valle, and unused space, particularly at the two hospitals. The vast majority of these costs are use charges which are offset by a revenue in the Auditor's Office. The increase represents a transfer of charges formerly made to the Miscellaneous Expense Accout Budget No. 199. This is not a net County General Fund increase.

BUDGET UNIT SUMMARY REPORT

FORM 104-6

REVENUE SHARING FUND

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES					
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$17,590,814	$9,905,871	$9,905,871	$(7,684,943)	
REVENUE & Fund Balance	17,590,814	9,905,871	9,905,871	(7,684,943)	(43.69)
NET COUNTY COST	0	0	0	0	0
MAN-YEARS	15.5	13.0	13.0	(2.5)	(16.12)

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
NOT APPLICABLE					

DISCUSSION SUMMARY

The purpose of this report is to account for all revenue from State and Local Fiscal Assistance Act of 1972 more commonly referred to as the General Revenue Sharing Act of 1972. The budget also includes the estimated interest to be earned during the fiscal year, cash from liquidated contracts, and the estimated fund balance as of June 30, 1976. When funds are allocated by the Board of Supervisors the allocated amount is transferred to the appropriate revenue sharing cost center. Funds placed in reserve for a particular project are held in budget account 198 - Revenue Sharing - General, until appropriated.

SUMMARY OF CHANGES

The recommended decrease of $7,684,943 is based on the assumption the General Revenue Sharing Act will not be renewed. The decrease reflects the phase-out of program coordination, management, monitoring, and evaluation service. It is recommended that auditing service phase-out not occur until fiscal year 1977-78.

113 FINANCIAL ADMINISTRATION	MAN-YEARS	AMOUNT	
SALARIES AND EMPLOYEE BENEFITS			
1. A decrease of five positions from 12 months funded positions to 6 months funded positions.	(2.5)	$(36,059)	
2. A decrease in employee benefit cost, salary savings and differentials because of the reduction in man-years.		(4,505)	
Sub-total	(2.5)		$(40,564)
SERVICES AND SUPPLIES			
3. Decrease of $98, from $4,098 to $4,000 because of reduction of one position in County Administrator's Office for six months.		$(98)	
4. Increase of $500, from 0 to $500 for reprographic costs of 1976-77 Review Baord recommendations and mass mailing.		500	
5. A decrease of $190,000, from $200,000 to $10,000 for cost of evaluations.		(190,000)	
6. Increase of $92 in compensation insurance.		92	
Sub-total			$(189,506)
FIXED ASSETS			
7. Decrease of $1,649, from $1,649 to 0 for equipment.		$(1,649)	
Sub-total			$(1,649)
SUB-TOTAL CHANGE RECOMMENDED - FINANCIAL ADMINISTRATION			$(231,719)

146 PLANT ACQUISITION	MAN-YEARS	AMOUNT	
Decrease of $4,059,135 represents the Board's continuing commitment to the County's building program. The amount was a reappropriation of prior year revenue and did not represent new money allocated in 1975-76. It is anticipated the amount will be encumbered prior to June 30, 1976.		$(4,059,135)	
SUB-TOTAL CHANGE RECOMMENDED - PLANT ACQUISITION			$(4,059,135)
REVENUE SHARING PROGRAM			
A decrease of revenue and fund balance in the amount of $3,394,089 for community based contract programs, special projects, and property tax reduction due to the ending of the Revenue Sharing Act on December 31, 1976.		$(3,394,089)	
SUB-TOTAL CHANGE RECOMMENDED - PROGRAM			$(3,394,089)
TOTAL CHANGE RECOMMENDED			$(7,684,943)

REVENUE SHARING FUND HIGHLIGHTS

A. Recommended Revenue and Fund Balance - 1976-77

Estimated Fund Balance, June 30, 1976		$1,436,818
Revenue		
Federal Assistance	$7,949,053	
Interest Earned	520,000	
Sub-Total		8,469,053
Total Available 1976-77		$9,905,871

B. Recommendations for Fiscal Year 1976-77

113 Financial Administration	$ 291,810	
236 Santa Rita Detention Facility (Property Tax Reductions)	6,100,000	
198 Revenue Sharing - General (Community Contract Program and Special Projects)	3,514,061	
Total Recommendation		$9,905,871

113 - Financial Administration

The recommended budget provides for the phase-out of all contract programs and special projects with exception of auditing services.

	Approved 1975-76	Recommend 1976-77	Increase (Decrease)	%
Salaries & Wages	$315,552	$274,988	$(40,564)	(13.0)
Service & Supplies	206,328	16,822	(189,506)	(91.0)
Fixed Assets	1,649	0	(1,649)	(100.0)
Total Expenditures	$523,529	$291,810	$(231,719)	(45.0)
Man-Years	15.5	13.0	(2.5)	(16.12)

Property Tax Reduction

It is recommended to continue the previous year's policy of applying $6,100,000 for property tax reduction, which will be applied to the Santa Rita Detention Facility budget account #236. This is listed as a Policy Matter.

REVENUE SHARING FUND HIGHLIGHTS (cont'd)

Community Contract Program and Special Projects

The recommendation concerning the amount available, $3,514,061 is a Policy Matter in this report.

C. Revenue and Fund Balance, Board Allowed, 1975-76

Fund Balance, June 30, 1975		$ 6,071,625
Actual Revenue		
Federal Assistance	$10,894,189	
Interest Earned	1,044,000	
Contract Liquidations	167,564	
Sub-Total		$12,105,753
Total Actual Revenue		$18,177,378
Revenue and Fund Balance, budgeted, 1975-76		-17,590,814
Unanticipated interest earned and cash from liquidated contracts:		$ 586,564

Estimated Expenditures and Encumberances, 1975-76

The revenue and fund balance for 1975-76 estimated to be expended or encumbered in the following accounts:

113	Financial Administration	$ 488,802
146	Plant Acquisition	4,059,135
236	Santa Rita Detention Facility	4,831,678[1]
238	Detention Facility, Medical Serv.	1,268,322[1]
260	Public Safety	689,046
370	Social Services	2,187,942
443	Mental Health	582,934
447	Drug and Alcohol Abuse	428,642
480	Health Care	1,747,259
610	Recreation	56,800
710	Libraries	30,000
Sub-Total		$16,370,560

[1]The $6,100,000 appropriated in 1975-76 for property tax reduction.

Reserved in Budget 198 - Revenue Sharing - General but anticipated to be encumbered prior to June 30, 1976.

San Leandro Bay Project	$ 250,000	
Ridgeland Study	15,000	
Emergency Requests	105,000	
Sub-Total		$ 370,000

REVENUE SHARING FUND HIGHLIGHTS (cont'd)

Total Estimated Expenditures and Encumberances for 1975-76	$16,740,560
Estimated Fund Balance, June 30, 1976	1,436,818
Actual Revenue and Fund Balance, 1975-76	$18,177,378

Budget Hearing

1976-77

[X] POLICY MATTER (Funds Included)

[ ] POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
198 - Revenue Sharing - General	County Administrator's Office

TITLE	AMOUNT
Property Tax Reduction	$6,100,000

DESCRIPTION:

It is recommended that $6,100,000 of the revenue sharing funds be applied to general property tax reduction as has been the Board policy for fiscal year 1974-75 and 1975-76.

Budget Hearing 1976-77	[X] POLICY MATTER (Funds Included) [ ] POINT OF ISSUE (Funds Not Included)
BUDGET UNIT NO. & TITLE: 198 - Revenue Sharing - General	DEPARTMENT: County Administrator's Office
TITLE: Community-based Contract Programs and Special Projects	AMOUNT: $3,514,061

DESCRIPTION:

It is recommended the following alternatives be considered in the event the General Revenue Sharing Act of 1972 is not renewed.

1. Allocate $1,809,824 to continue all existing revenue sharing contracts at the current level until December 31, 1976 and reserve the balance, $1,709,492 for property tax reduction in fiscal year 1977-78.

2. Allocate $3,519,316 for existing revenue sharing contract programs, approve a phase-out plan prior to November 30, 1976, that will continue all existing contracts as long as possible into fiscal year 1976-77.

3. Allocate $1,809,824 to continue all existing revenue sharing contracts at the current level until December 31, 1976 and use the balance of $1,709,492 to continue the revenue sharing contracts that are primary care clinics, status offenders programs, develop mentally disabled programs, and mental health day treatment for children programs as long as possible into fiscal year 1976-77.

NOTE: Just prior to publication we received notice that our anticipated payment for Entitlement Period 7 will be $490,993 more than had been anticipated. This will have the effect of increasing the 1976-77 revenue by that amount. The amount available, therefore, will be $10,396,864.

The amount of the policy matter on community-based projects will be increased from $3,514,061 to $4,005,054.

The balances available in alternatives a. and b. will be increased from $1,704,237 to $2,195,230.

BUDGET UNIT SUMMARY REPORT

199 - Miscellaneous Expense

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES	$177,939	$129,000	$263,175	$ 85,236	47.9
OTHER CHARGES	385,679	425,000	455,889	70,210	18.2
FIXED ASSETS	350,000	200,000	596,000	246,000	70.3
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$913,618	$754,000	$1,315,064	$401,446	43.9
REVENUE					
NET COUNTY COST	$913,618	$754,000	$1,315,064	$401,446	43.9
MAN-YEARS					

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
NOT APPLICABLE					

DISCUSSION SUMMARY

Miscellaneous expense provides funds for expenditures which are general to a number of operating departments. This budget unit provides funds for all County "return requested" mail, County-wide training, moving expenses, general fund contribution for the purchase of IGS equipment, claims against the County, County contribution to special districts, and general equipment purchases such as the furnishings for the Hayward Hall of Justice which cannot be allocated to specific operating departments.

SUMMARY OF CHANGES

	Man-Years	Amount
SERVICES AND SUPPLIES		
1. Lease purchase of a flatwork ironer to replace an old, worn, and obsolete ironer at Fairmont Laundry. This represents an initial General Fund contribution which will be offset by depreciation charges made to user departments. In addition, the new equipment is labor saving and will result in the reduction of 2 man-years over the next two fiscal years.		$ 50,000
2. Increase in training fund in recognition of the increased cost of training experienced over the past two years and to support the enhancement of the existing training effort by the newly authorized County-wide Training Officer.		40,000
3. Increased moving expenses for the Crime Lab, Eastern District, and the Hayward Hall of Justice.		10,000
4. Increased postage expense based on increase in rates.		1,000
5. Transfer of functions as follows:		$(15,764)
- BMD charges to unallocated space, budget unit 197.	$(99,939)	
- Transfer of County contribution for work study program from Human Relations, budget unit 106, to this budget. This transfer is pending the determination of administrative responsibility for this program.	84,175	
Subtotal - Services & Supplies		$ 85,236

	Man-Years	Amount	
OTHER CHARGES			
6. Increased contribution to IGS funds for purchase of capital equipment items as follows:		$155,210	
- Motor vehicles. $262,325 - Building maintenance. 6,564 - Less current year. (213,679)			
Equipment depreciation will be charged to user departments and future year replacement of this equipment will be primarily financed from these charges.			
7. Increase in reimbursement by the County for personal and property damage claims.		$ 10,000	
8. Increase in the County's contribution to BASSA based on reduction of agency's jurisdiction.		5,000	
Subtotal - Other Charges			$70,210
FIXED ASSETS			
9. Purchase of general furnishings for the Hayward Hall of Justice. Approximately $250,000 of this amount will be carried over from this year.		$300,000	
10. Purchase of Data Processing terminals which will result in an estimated savings of $326,141 in terminal rental over the next two years.		171,000	
11. Purchase of equipment for the new Eastern District Health Facility.		50,000	
12. Equipment to accompany landscape partition remodeling which will result in maximum space utilization and reduce the need to rent outside space.		25,000	
13. General equipment to meet unanticipated mid-year requirements.		50,000	

	Man-Years	Amount	
FIXED ASSETS (Cont.)			
Subtotal - Fixed Assets		$596,000	
Less current year allowed		-350,000	
Total Fixed Assets	___		$246,000
Net County Cost			$401,446

BUDGET UNIT SUMMARY REPORT

200 - Superior Court

FORM 104-6

DESCRIPTION	75-76	76-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$1,045,401	$1,218,360	$1,121,210	$ 75,809	7.3
SERVICE & SUPPLIES	1,773,612	2,262,693	2,181,912	408,300	23.0
OTHER CHARGES					
FIXED ASSETS	7,843	224,600	2,514	(5,329)	(67.9)
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$2,826,856	$3,705,653	3,305,636	$478,780	16.9
REVENUE	$ 194,900	$ 121,600	$ 321,600	126,700	65
NET COUNTY COST	$2,631,956	$3,584,053	2,984,036	352,080	13.4
MAN-YEARS	49.6	61.02	53.0	3.4	6.9

PERFORMANCE SUMMARY

FILINGS	75-76	76-77			
	DEPARTMENT BUDGET	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
CRIMINAL	3,196	3,141	3,260	64	2.0
JUVENILE	3,295	3,508	3,777	482	12.7
CIVIL/PROBATE	22,158	24,911	24,316	2,152	8.5
APPEALS	742	140	886	144	19.4

DISCUSSION SUMMARY

The Superior Court is part of the State Judicial System and operates under the authority of the State Constitution and State Law. Each department is presided over by a judge, who is elected at large from Alameda County. The 28 Departments of the Superior Court have jurisdiction in divorce cases, felonies, juvenile court proceedings, probate matters and civil matters in which claims involved exceed $5,000. Also, there are two Juvenile Court Referees and one Probate Commissioner to assist the Judicial Branch in disposing of their cases.

The recommended increase of $352,080 represents a 13.4% increase over the $2,631,956 budgeted in 1976. The increase is described as follows:

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND FRINGE BENEFITS		
1. Increase in Court Reporters to provide for new judicial positions authorized January 1, 1976.	3.0	$ 63,396
2. Full-year funding for a Clerk II is recommended for the Calendaring Division.	.5	4,692
3. A Clerk III is recommended to assist with processing of jury questionnaires and other juror activity. This position is necessary due to an increase in the size of panels which must be drawn due to a new State Law and three additional judges.	1.0	10,284
4. An hourly Research Assistant, funded under a Federal grant, is being terminated due to termination of the program.	(.52)	(4,092)
5. A Calendar Coordinator, partially funded in the current year, is being deleted because of judicial policy.	(.58)	(13,349)
6. Salary savings is increasing due to the additional positions being added. The percentage amount remains unchanged.		(2,348)

SALARIES AND FRINGE BENEFITS (cont'd)	Man-Years	Amount	
7. Fringe benefit increases, which are due to change in the rates recommended by the Auditor.		$ 16,374	
8. Other salary adjustments		852	
Total Salaries and Fringe Benefits	3.4		$ 75,809
SERVICES AND SUPPLIES			
9. Attorney fees are increasing from $330,000 to $505,000 due to the number of conflicts being filed.		$175,000	
10. Jury and witness expenses increasing from $371,130 to $483,000 due to an increased number of jurors which must be called due to new Legislation and additional judgeships.		111,870	
11. Increase in professional and specialized services from $312,500 to $380,350 due to additional judgeships ($28,500), and higher expert witness and marriage counselor fees ($22,000), remainder is due to increased utilization of expert witnesses and marriage counselors.		67,850	
12. Court Reporter fees and transcripts are increasing from $190,000 to $212,800 due to additional transcripts required for appeals and new judges.		22,800	
13. Office expense is increasing from $82,000 to $100,070 due to higher cost of law books, postage and other supplies. This account is over-expended some $13,000 in the current year.		18,070	

	Man-Years	Amount	
SERVICES AND SUPPLIES (cont'd)			
14. Telephone expenses increasing from $42,128 to $49,518 due to underbudgeting in the current year and to provide for tariff increases as recommended by GSA.		$ 7,390	
15. Data Processing charges are increasing from $6,714 to $9,892 due to higher fees charged by DPC. No new programs are recommended.		3,178	
16. All other miscellaneous changes.		2,142	
Total Services and Supplies Increase Recommended			$408,300
FIXED ASSETS			
17. Equipment for new positions.		$ 2,514	
Less Allowed 1975-76		7,843	
Net Decrease in Fixed Assets			$ (5,329)
Gross Increase in Recommended Budget			$478,780
REVENUE			
18. Fines imposed by the Bench in lieu of a jail sentence in criminal convictions are decreasing inspite of an increase in criminal filings and subsequent convictions. The Court states that this is due to a recognition by the Bench of decreased ability to pay fines due to the economic recession.		$(30,200)	
19. Loss of Federal Grant revenue due to program termination.		(24,000)	

		Man-Years	Amount	
REVENUE (cont'd)				
20.	State revenue for new judicial positions.		$180,000	
21.	Other revenue changes.		900	
	Total Revenue			$126,700
	Net Increase in Budget			$352,080

	Man-Years	Amount	
SERVICES AND SUPPLIES (cont'd)			
14. Telephone expenses increasing from $42,128 to $49,518 due to underbudgeting in the current year and to provide for tariff increases as recommended by GSA.		$ 7,390	
15. Data Processing charges are increasing from $6,714 to $9,892 due to higher fees charged by DPC. No new programs are recommended.		3,178	
16. All other miscellaneous changes.		2,142	
Total Services and Supplies Increase Recommended			$408,300
FIXED ASSETS			
17. Equipment for new positions.		$ 2,514	
Less Allowed 1975-76		7,843	
Net Decrease in Fixed Assets			$ (5,329)
Gross Increase in Recommended Budget			$478,780
REVENUE			
18. Fines imposed by the Bench in lieu of a jail sentence in criminal convictions are decreasing inspite of an increase in criminal filings and subsequent convictions. The Court states that this is due to a recognition by the Bench of decreased ability to pay fines due to the economic recession.		$(30,200)	
19. Loss of Federal Grant revenue due to program termination.		(24,000)	

		Man-Years	Amount	
REVENUE (cont'd)				
20.	State revenue for new judicial positions.		$180,000	
21.	Other revenue changes.		900	
	Total Revenue			$126,700
	Net Increase in Budget			$352,080

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
New Judicial Positions	3.0	$ (3,106)

The Legislature authorized three new judicial positions on January 1, 1976. The cost of these three positions is estimated as follows:

Amount		Description
$ 28,500	-	County's share of judicial salaries.
63,396	-	Court Reporter salaries.
22,800	-	Per diem Reporters and transcript fees.
51,750	-	Jury fees.
10,448	-	Office supplies, law books, stationery, and other miscellaneous items.
(180,000)	-	State reimbursement for County costs.
$ (3,106)	Total	

Note that the costs given above represent only the costs to the Superior Court. Not included are costs in the County Clerk's Office which total $69,818, plus miscellaneous services, supplies and overhead. Also not included are four attorneys, 1.5 Legal Stenos and 1.5 Investigators needed to staff the one new criminal department.

Court Statistician/Federal Grant	(.52)	$ 19,908

In 1974, the Office of Criminal Justice Planning funded a grant which added a Court Statistician in order to assist the Court in calendaring, keeping necessary Court records and preparing special reports.

This budget recommends full-year funding of a Court Statistician but deletion of a half-time hourly Research Assistant based on very favorable evaluations from the Office of Criminal Justice Planning. The net financial impact on County funding is $19,908.

New Positions Based on Workload Increases	1.5	$ 17,490

One Clerk II is recommended for full-year funding (one-half man-year) at a cost of $5,877, including a desk and typewriter. This position

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT

was transferred from the County Clerk's Office in the 1975-76 budget and funded for one-half the fiscal year on the expectation that consolidating this function which was formerly divided between the County Clerk and the Superior Court would result in a net savings of two man-years. One position was immediately deleted in the County Clerk's Office, and the other was transferred to the Superior Court to be phased out as the program was fully implemented. However, experience has indicated that it is not possible to delete the second position, and it is recommended that it be refunded in the 1976-77 fiscal year.

A Clerk III is recommended at a cost of $11,613, including a desk, typewriter and file cabinet, in order to meet increasing workload due to additional jurors which are called in because of Legislative changes requiring approximately one-third more jurors. This Legislative change removed juror exemptions for all classes of positions. Formerly, law enforcement officers, judges, police, and other individuals where there was a great likelihood that there would be a hardship or a challenge were automatically excluded. Further, the prosecuting and defense attorneys have been allowed additional challenges. This means that more people must be called in in order to seat a jury panel.

While a major part of the juror handling is automated, it is still required to process the juror questionnaires, respond to telephone inquiries and assist the jurors as they are assigned to courtrooms.

Court Costs	0	$304,670

Court costs for attorney fees, expert witness fees and jury and witness expense are increasing $274,470. In addition, revenue from fines on criminal defendants and from fees for juries and interpretors is decreasing $30,200.

Attorney fees are increasing $175,000, 53% over the $330,000 budgeted in 1975-76. This change is due to a change in policy regarding public defender representation and multiple defendant cases.

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT

Jury and witness expense is increasing $60,120 from the $371,130 budgeted in the current year due to the new State law regarding juror exemptions.

Expert witness fees are increasing $39,350 from the $312,500 budgeted in the current year due to action by the Bench to raise expert witness fees from $75 per Court appearance to $100. This was a unilateral action by the Bench and is presumably at the request of physicians, psychiatrists and other expert witnesses who routinely testify in criminal cases. State law grants authority to the Bench to determine "reasonable fees" for such services.

Other Changes	(.58)	$ 13,118

A position of Calendar Coordinator which was funded for seven months in the current year is being deleted upon request of the Court at a savings of $13,349. Additionally, salary savings is increasing $2,348 based on the new positions recommended in this budget. However fringe benefits are increasing $16,374 based on new estimates by the Auditor's Office.

Telephone expense is increasing $7,390 from the $42,128 in the current year budget to reflect tariff increases and underbudgeting in the current year. Additionally, office expense is increasing $7,622 from the $82,000 budgeted in the current year to reflect the higher cost for postage, law books and other materials. Other changes include $3,178 for increased Data Processing charges based on new DPC rates and $2,994 in miscellaneous changes.

One-time purchases of fixed assets items in 1975-76 totaled $7,843. Miscellaneous revenue is showing a $900 increase.

BUDGET UNIT SUMMARY REPORT

202 - COUNTY CLERK

FORM 104-6

DESCRIPTION	75-76	76-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$1,452,490	$1,796,210	$1,615,779	$ 163,289	11.2
SERVICE & SUPPLIES	500,014	663,712	533,145	33,131	6.6
OTHER CHARGES					
FIXED ASSETS	7,862	122,164	25,208	17,346	220.6
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$1,960,366	$2,582,086	$2,174,132	$ 213,766	10.9
REVENUE	$1,050,000	$1,412,260	$1,393,670	343,670	32.7
NET COUNTY COST	$ 910,366	$1,169,826	780,462	(129,904)	(14.3)
MAN-YEARS	105.0	124.1	116.51	11.51	11.0

PERFORMANCE SUMMARY

FILINGS	75-76	76-77			
	DEPARTMENT BUDGET	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
CRIMINAL	3,196	3,107	3,260	64	2.0
JUVENILE	3,295	3,884	3,777	482	12.7
CIVIL/PROBATE	22,158	22,799	24,316	2,152	8.5
APPEALS	742	886	886	144	19.4
BUSINESS FILINGS	5,512	11,704	9,107	3,595	65.0

DISCUSSION SUMMARY

The main function of the County Clerk's Office is to serve as Clerk of the Superior Court. Other activities include processing of marriage licenses, notary bonds, fictitious names, and corporation filings.

As Clerk, Superior Court, the Department processes all documents filed pursuant to various state codes, provides courtroom support for 30 Courts and Referees, attends all Court hearings and keeps accurate minutes of all proceedings; keeps a Register of Actions and index of each action filed; prepares all jury verdicts; prepares all Juvenile, Probation, County Jail and State Prison commitment orders; and keeps subsequent filings current.

The recommended decrease of $129,904 or 14.3% from the $910,366 budgeted in 1975-76 is described as follows:

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND WAGES		
1. Additional Steno to provide secretarial services for Chief Deputy, Administrative Officer and three Division Chiefs.	1.0	$ 9,912
2. Additional Clerk for civil/ probate/family law matters.	1.0	9,384
3. Two clerical positions to provide support for Superior Court Judge, authorized but not appointed on July 1, 1976.	2.0	25,860
4. Four clerical positions to provide support for two Judges, authorized and appointed during 1976.	4.0	42,012
5. Clerk II to provide processing of fictitious name statements as required by new Legislation.	1.0	9,384
6. Clerk II in order to meet a 12.7% increase in juvenile activities.	1.0	9,384
7. Additional Clerk for Appeals Section based on a 19.4% increase in appeals since 1975-76.	1.0	9,384
8. Clerk II to provide additional support in the Criminal Section. This position will be used to seal records of marijuana convictions as required by new State Law and will also allow implementation of new mental health statutes (Chapter 1258 and 1274).	.50	4,692
9. Additional intermittent Clerks to provide backup during peak workload periods and to also fill in during leaves of absence.	.51	3,900

	Man-Years	Amount	
SERVICES AND SUPPLIES (cont'd)			
18. Increase in Data Processing charges from $121,620 to $172,531 based on implementation of a design phase of a civil and criminal case-flow management system to assist the County Clerk, Superior Court, District Attorney, Public Defender and Marshal with caseflow information, and increased DPC charges.		$ 14,323	
19. Decrease in microfilm charges from $19,500 to $12,500 based on a decrease in microfilm costs due to new microfilm program and an overall reduction in the microfilm program.		(-7,000)	
20. All other miscellaneous changes.		1,133	
Total Services and Supplies			$ 33,131
FIXED ASSETS			
21. Ongoing program replacement of worn-out items, primarily type-writers and other office equipment.		$ 4,520	
22. New equipment for increased office efficiency.		2,618	
23. Microfiche reader needed for micro-fiched court records.		528	
24. New shelving units to store additional court records. This is a biennial purchase of shelving units and will permit the release of Room 107 of the Courthouse which is now devoted almost exclusively to the storage of records and four and five-drawer filing cabinets. The purchase of these cabinets ultimately depends on the decision to remodel other areas of the County Clerk's Office and will not be purchased unless there is an affirmative action to proceed with the abandonment of Room 107.		6,750	

	Man-Years	Amount	
SALARIES AND WAGES (cont'd)			
10. Reduction of half-year funding of a Clerk II through deletion of a program by which the County sells legal forms to attorneys and private citizens.	(.5)	$ (4,692)	
11. Increase in fringe benefits based on new estimates by the Auditor.		32,316	
12. Decrease in overtime based on implementation of the positions of Clerk Intermittent.		(1,000)	
14. Decrease in salary savings from 4.5% to 3.47% based on lower turnover and experience to date.		8,804	
15. Other salary adjustments and reclassification actions.		3,949	
Total Salaries and Employee Benefits	11.51		$ 163,289
SERVICES AND SUPPLIES			
16. Increase in office expense from $50,550 to $71,200 based on postal increases, higher costs of law books and legal supplies, consistent with 1975 and 1976 expenditures.		$ 20,650	
17. Increase in telephone expense from $7,298 to $9,919 based on current-year expenditures and General Services Agency formula.		2,621	
17. Increase in transportation charges from $500 to $1,904 based on an implementation of a once a week delivery service to the State Court of Appeals and Federal Court located in San Francisco.		1,404	

		Man-Years	Amount	
FIXED ASSETS (cont'd)				
25.	Mail processing unit. The acquisition of this mail processing unit, similar to those found in Welfare and Probation, will permit the more efficient utilization of Departmental personnel, who must now manually open and sort hundreds of thousands of pieces of mail received annually.		$ 4,294	
26.	Equipment necessary for new positions, primarily typewriters and desks.		7,026	
	Total Fixed Assets Recommended		$ 31,958	
	Less allowed 1975-76		7,862	
	Increase in Fixed Assets Recommended			$ 25,208
	Gross Increase in County Clerk's Budget			$ 213,766
REVENUE				
27.	Increase in filings and fees based upon an increase in number of actions filed and a general increase in fees approved by the Legislature, effective January 1, 1976.		$333,000	
28.	Loss of fines due to judicial policy.		(3,330)	
29.	Deletion of sale of forms program		(5,000)	
30.	New program mandated by the Legislature to renew fictitious names statements for individuals doing business under company names.		39,500	
31.	Other revenue increases.		(20,500)	
	Total Revenue			$343,670
	Net Decrease in County Clerk's Budget	11.51		$129,904

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
New Judicial Positions	6.0	$ 69,818

Three new judicial positions became effective on January 1, 1976. Two positions were appointed by the Governor during the current fiscal year and the third is expected shortly.

A staffing ratio of two new clerical positions per judge has been allowed in the past. With the appointment of the two new judges, the Board of Supervisors approved four clerical positions.

This budget recommends full-year funding for the four positions and further recommends two additional positions to provide staff for the third judicial position. Full-year funding for the new positions, including desks and manual typewriters, is $69,818.

Additional Staffing Based on Workload	4.5	$(-134,273)

The County Clerk's workload is showing significant increases in several areas, primarily in appeals and juvenile matters. It is believed that some of these workload increases are due to more accurate keeping of records which generally reflects the increased concern now exhibited by the Department and its new management.

Listed below is a breakdown of recommended positions and associated costs:

1. One administrative steno at a cost of $11,013, including a typewriter and desk, to provide administrative support for the Chief Deputy, Administrative Services Officer, and three Division Chiefs. At the present time, the Department has but one Secretary, whose primary responsibility is to the County Clerk-Recorder.

   Since the new County Clerk has taken a significantly more active role in County activities, it is no longer possible to share his Secretary among the other management personnel in the Department.

BUDGET HIGHLIGHTS (contd)

ACTIVITY	MAN-YEARS	AMOUNT

2. One Deputy Clerk II is recommended at a cost of $10,510, including a desk and typewriter, to provide support in the Civil/Probate/Family Law Section. This activity has had a significant 8.5% increase in workload over the past year.

3. One Clerical position is recommended at a cost of $9,794, including a desk and manual typewriter, to provide for a 12.7% increase in juvenile caseload.

   The Juvenile Division has shown the most profound increase in workload in the past several years. As additional evidence of this workload, the Superior Court now assigns four judicial positions much of the time as compared to three judicial positions assigned two years ago.

4. One Clerical position is recommended at a cost of $10,510, including a desk and electric typewriter, based on a 19.4% increase in appeals. This increase in appeals is partially due to many more appeals being filed by the Public Defender in criminal cases, but also in part due to increased appeals in civil actions originating in the Municipal Courts. Additionally, new juvenile law makes it possible for a juvenile verdict to be appealed to the Superior Court requiring essentially a whole new trial. Because of the necessary motions, writs and answers, the preparation of an appeal is significantly more time consuming than any other activity of the County Clerk. According to the judicial weighted caseload standard, an appeal has a clerical weight of 1,734 as compared to a clerical weight in a criminal matter of 893.

5. The equivalent of one-half man-year (1,000 hours) of clerk intermittents are recommended at the net cost of $2,900.

   These positions will allow the County Clerk additional flexibility in meeting peak workload demands and for filling in during periods of employee leaves of absence. These positions are funded by decreasing overtime $1,000 and increasing salary savings.

6. Revenue from filing fees generated by additional civil, probate and appeals filings totals $180,000. This revenue serves to offset the positions recommended above.

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT
Sale of Forms	(.5)	$(11,192)

The County Clerk presently sells legal forms to members of the Bar and public who desire to file civil actions with the Superior Court. At the present time, the fees for this service are not sufficient to offset the cost of the operation. Additionally, there is a very rapid obsolescence in the forms due to changes required by the Judicial Counsel. Therefore, County Clerk proposes to delete this program and estimates that it will take approximately six months of the forthcoming fiscal year in which to allow proper notice to all concerning parties and also to provide for a commercial vendor to begin supplying forms. The savings from deleting this program include $4,692 for one-half man-year of a Clerk II, $11,500 for printing cost, and the loss of $5,000 in revenue. The full-year cost of this program is approximately $20,884 which is offset by $10,000 in revenue.

New Legislative Mandates	1.5	(16,607)

1. Chapter 248 provides for the destruction of Court records of persons convicted of possession or use of marijuana upon a hearing in the Superior Court. Upon successful completion of that hearing, it is the Clerk's responsibility to notify all agencies holding records of that arrest and/or conviction. It is thought that this will have a significant impact on the workload of the County Clerk.

   Additionally, Chapters 1258 and 1274 require the court to notify the local mental health director, prosecuting attorney and counsel in any case where a criminally ill defendant is confined in a mental health facility for treatment or observation. In addition, these laws require a State hospital which wishes to treat on an in-patient or out-patient basis or release a mentally ill criminal defendant to request such permission from the sentencing court, who must in turn notify all parties and may reopen the case upon petition from the prosecuting attorney.

   It is thought that these three laws will impact the workload of the County Clerk significantly enough to justify phasing in a Clerk II for a first year cost of $5,818, including a desk and typewriter.

2. Section 17921 of the Business and Professions Code requires the re-registration of all persons filing fictitious name statements every five years. This Section was effective in 1971-72, and it is anticipated that approximately 65% of those persons who filed

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT

in 1971-72 will refile causing a significant impact on workload. The cost of one Clerk, which is estimated at $9,575, including a desk, will be offset by additional revenues in the amount of $32,000, for a net impact of this program of $(-22,425).

DPC--Caseflow Study $ 6,000

An excess of 23,000 civil and probate cases are filed yearly with the Superior Court. These cases, combined with filed cases pending adjudication, cause in excess of 325,000 subsequent documents to be registered, filed and made accessible to the Bench, Bar and public until a final disposition is reached. In addition, there is significant workload associated with criminal filings.

There is an opportunity to provide a caseflow management system utilizing existing data and information which could profoundly effect the operation of the County Clerk, Superior Court, Public Defender, District Attorney and private Bar. This impact would speed caseflow through the criminal justice system by reducing bottlenecks and delays.

It is important to note that this program compliments but does not duplicate other programs such as CORPUS or DALITE, since its primary thrust is to provide management information utilizing CORPUS and other data which will permit better assignment of personnel and ultimately reduce costs through elimination of duplication.

The Data Processing Center has assigned an Information Systems Analyst to begin clarifying the proposal and developing parameters of the study. This is estimated to take until June 1, 1976. At that time, an advisability study will be conducted to discuss and explore alternatives and to develop costs. That study will be available during the first part of October, 1976, and a decision can be made at that time whether to continue or abandon the program. If the decision is made to continue the program, systems design will begin at that time.

The estimated full-year cost of the advisability study and the design phase is $43,588. The cost of the advisability study will be approximately $6,000.

The funds will be budgeted in Data Processing Services.

Other Changes 0 $ (43,650)

Fringe benefits and other personnel activities involving reclassifications are increasing $45,069. The major portion of this increase, $32,316, is an increase in fringe benefits based on new estimates by the Auditor.

ACTIVITY	MAN-YEARS	AMOUNT

Office supplies are increasing $20,650, based on current year expenditures and increases for postage and other materials and supplies.

Major fixed assets items include $6,750 for a biennial purchase of shelving equipment, $4,294 for a mail processing unit to permit the more efficient processing of the hundreds of thousands of pieces of mail received annually and $528 for a microfiche reader, in order to provide for public viewing of microfilmed documents.

A change in the fee schedule for civil filings results in an estimated increase in revenues of $150,000. However, this is partially offset by a $23,830 decrease in revenue from general fines and forfeitures and jury witness and interpreter fees levied by the court against civil litigants.

All other changes total $5,229.

BUDGET UNIT SUMMARY REPORT

FORM 104-6

203 - CORPUS

DESCRIPTION	75-76	76-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 97,634	$257,808	$100,417	$ 2,783	2.9
SERVICE & SUPPLIES	50,241	72,173	103,039	52,798	105.1
OTHER CHARGES					
FIXED ASSETS	1,840	3,252	1,317	(523)	(28.4)
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$149,715	$333,233	$204,773	$ 55,058	36.8
REVENUE					
NET COUNTY COST	149,715	333,233	204,773	55,058	36.8
MAN-YEARS	5	14	5	0	0

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%

DISCUSSION SUMMARY

CORPUS, the Criminal-Oriented Records Production Unified System, was begun during 1970 when the Board of Supervisors adopted a policy statement approving in principle the design and implementation of an integrated criminal justice information system in Alameda County. This system was designed to receive, process, store, retrieve and display the current status and information on adults involved in the criminal justice process. This information is an extract of existing records on the arrest, booking, custody, complaint and court docket of persons who have been arrested or formally charged within Alameda County.

There are four components in CORPUS: index for the centralized identification bureau; arrest and booking; custodial management information; and court recording/calendaring information.

The $30,058 increase in CORPUS represents the 20.1% increase over the $149,715 budgeted during 1975-76. This increase is described as follows:

SUMMARY OF CHANGES

	Man-Years	Amount	
SALARIES AND EMPLOYEE BENEFITS			
1. Increase in salary savings from 6% to 4% based on an analysis of individual positions		$ 1,737	
2. Change in fringe benefits to reflect new rates estimated by the Auditor-Controller		1,046	
Subtotal			$ 2,783
SERVICES AND SUPPLIES			
3. Office supplies and printing expenses increasing from $8,500 to $41,203 based on printing charges for booking packets and arrest report forms previously carried in the Sheriff's Department #220 budget		32,703	
4. Data processing charges are decreasing from $15,099 to $14,026 due to new distribution of CORPUS data costs based on percentage of use		(1,073)	
5. Rents and leases of equipment are decreasing from $2,020 to 0 based on current-year expenditures		(2,020)	
6. Professional and specialized services are increasing from $3,000 to $25,000 to provide training consultants.		22,000	
7. All other miscellaneous changes		1,188	
Subtotal			$ 52,798
FIXED ASSETS			
8. Purchase of dictation equipment for existing staff	750		
9. Purchase of a video monitor for teaching purposes	567		
Subtotal		1,317	
Less Allowed 1975-76		1,840	

	Man-Years	Amount	
FIXED ASSETS (cont'd)			
Decrease in Fixed Assets		$(523)	
Net Increase in Budget			$ 55,058

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
-Printing Costs		$ 32,703

Charges for the printing of booking packets and arrest reports used by all criminal justice agencies within Alameda County were previously carried in the Sheriff's Department Budget #220. During 1975-76, $31,272 were budgeted for this purpose. During the forthcoming fiscal year, the responsibility for ordering and distributing these forms to the various police agencies is being transferred to the CORPUS staff. This is being done so that better control can be obtained as to who uses the forms and how they are to be used. Additionally, the CORPUS staff works closely with police agencies in determining any necessary format changes and provides overall administration of the CORPUS program of which arrest and booking reports are an integral part.

Training Consultants $ 25,000

This amount will provide for consultants to design and develop an on-going program and materials so that existing CORPUS trainers can better train CORPUS users. This approach is to develop a system to "train the trainers", plus developing training aids.

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. Additional grant funding for Victim Witness program.	1.54	$ 26,950
2. Additional funding for Automated Legal Research grant program.	3.63	53,315
3. Change in attorney to court ratio in high crime courts from 2 attorneys per court to 2.5. The full impact of this change is 16 attorneys. However, these will be phased in over the forthcoming year.	9.33	272,944
4. Additional Inspectors based on increased workload.	3.00	56,556
5. Termination of TASC Drug program.	(1.17)	(22,841)
6. Termination of Legislative Advocate program.	(.5)	(14,622)
7. Change in salary savings from 13.7 to 11.2% based on current-year experience and analysis of Deputy D.A. salaries.		63,366
8. Increases in fringe benefits, primarily County contributions to retirement based on a change in the contributions formula.		140,895
9. Other salary adjustments and reclassification actions.		9,301
Total Salaries and Employee Benefits	15.83	$585,864
SERVICES AND SUPPLIES		
10. Office expenses increasing from $51,867 to $75,800 based on current-year estimates of $65,000. This amount also provides for new attorneys.		$ 23,933

	Man-Years	Amount
SERVICES AND SUPPLIES (cont'd)		
11. Increase in telephone expense from $91,593 to $111,331 based on current-year estimates of $105,000. This amount will also provide for tariff increases and growth.		$ 19,738
12. Jury and witness expense is recommended to increase from $16,000 to $25,000 based on current-year estimates of $22,000.		9,000
13. Motor vehicle charges are decreasing from $102,694 to $93,366 based on current-year estimates.		(9,328)
14. Travel is increasing from $2,505 to $10,350 based on change in conference locations and the addition of $6,000 for CEB seminars which were previously financed out of the Management Training fund.		7,845
15. Professional services are increasing from $54,000 to $64,000 in order to provide $10,000 for contract programming for the Automated Legal Research computer. This amount will be financed through the grant.		10,000
16. Data processing charges are increasing from $106,107 to $157,847 due to increased data processing charges and a new programming effort which will permit the eventual deletion of over $18,000 a year in CRT terminal charges.		51,740

	Man-Years	Amount	
SERVICES AND SUPPLIES (cont'd)			
17. Rents and leases of equipment are increasing from $114,649 to $136,812 based upon the acquisition of a larger, more powerful computer for Automated Legal Research. This increase is offset by grant revenues.		$ 22,163	
18. All other changes.		921	
Total Services and Supplies			$136,012
FIXED ASSETS			
19. Equipment for new Inspector positions.	$ 2,017		
20. Equipment for new Attorney positions.	7,200		
21. Equipment for Consumer Fraud Division.	1,591		
22. Equipment for Police Legal Training activities.	925		
23. CRT furniture.	1,502		
24. Other equipment to replace obsolete or disfunctional equipment or to increase the efficiency of the Department.	4,178		
Total Fixed Assets Recommended	$17,413		
Less Allowed 1975-76	13,073		
Increase in Fixed Assets			$ 4,340
Gross Increase in Total Budget			
CREDITS			
25. Credits are decreasing $17,234 due to deletion of the TASC program			$ 17,234
Gross Increase in Total Budget			$ 743,450

		Man-Years	Amount	
REVENUE				
26.	Statutory penalties for Consumer Fraud activities is decreasing from $101,500 to $35,000 based on 1974-75 actual revenue of $33,300 and 1975-76 projected revenue of $30,000.		-$(66,500)	
27.	Grant revenue.			
	-State Buy-in	$ 2,315		
	-Termination of Pre-Trial Program	(29,167)		
	-Decrease in Victim Witness (second year funding)	(4,310)		
	-Automated Legal Research	73,719		
	Total		42,552	
28.	Other revenue.		21,100	
	Total			$ (2,843)
	Net Total Increase in Budget			$746,293

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Funding for Victim Witness Program	1.54	$ (5,882)

The recommended amount will provide for an additional three months funding for one Deputy District Attorney, two Legal Stenos, one Inspector and one Clinical Psychologist. These positions are funded for four months in the current fiscal year.

The cost of this program is described as follows:

Additional Funding for Grant Positions	$ 26,950
Less Decrease in Grant Revenue	-(4,310)
Total	$ 31,260
1975-76 Budgeted Amount	37,142
Net Change for Program	$ (5,882)

This reduction is due to higher costs in the first year of the grant due to one-time startup costs.

Additional Grant Program-Automated Legal Research	3.63	$ 17,783

The District Attorney was awarded a grant for Automated Legal Research during the 1975-76 fiscal year. The amount of the grant was $102,315. Of this amount, approximately $10,000 was County match.

The 1976-77 proposed budget recommends seven-months funding for a Deputy District Attorney, a Legal Steno, and two Law Clerks, plus twelve-months funding for a "Librarian." Except for five-months funding of the librarian position, the cost of these positions is offset by grant revenue. Full-year funding will be required for the librarian, in order to phase out the implementation portion of this project.

In addition, the proposed budget recommends an additional $29,000 for an enlarged computer capability, $10,000 for programming and $1,502 in capital equipment.

Listed below is the financial summary for the 1976-77 fiscal year:

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT
Personnel Costs	$ 53,315	
Computer Costs	29,000	
Programming	10,000	
Capital Equipment	1,502	
Total	$ 93,817	
Less Revenue	76,034	
Net County Cost	$ 17,783	

(County share plus full-year funding of one position)

Termination of TASC Drug-Related Program	(1.17)	$ (5,607)

The District Attorney provided one Attorney and one Steno for seven months of the current fiscal year in order to provide screening of persons accused of drug-related crimes. If the person was not involved in a violent crime and was a first-time offender or otherwise had a minor criminal record, he was then eligible for release to a community drug program. Federal funding of this project terminated on January 31, 1976, and was absorbed into the Pre-Trial Services Division of the Probation Department.

Since termination of the TASC program, it has not been necessary to screen potential participants by a District Attorney.

Deletion of this program will save $22,841 in salaries and wages, which was partially offset by $17,234 credit. Therefore, the net County cost of this project was $5,607.

Change in Staffing Ratio in High Crime Courts	9.33	$285,144

The District Attorney has traditionally been staffed on a ratio of two Attorneys per criminal court throughout Alameda County. Over the past several years, it has become increasingly apparent that this staffing ratio was inadequate for high crime courts. Not only is the volumeof crime greatly increased, but the types of crime, especially violent crimes, has increased dramatically. For example, there were

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT

44 arrests for murder in the entire year of 1965. In January of 1975, there were 50 murder cases pending trial in the Superior Court. Parallel increases exist for robbery, assault and rape offenses. Drug arrests have multiplied five times from 1975 (911) to 1970 (5,188). During 1974, 49 people died of heroin overdoses in Oakland. In the first six months of this year, there have been 50 such deaths.

Not only are violent crimes increasing, but the length of time necessary to try criminals in the courts has increased dramatically. For example, the average time of a jury trial in 1960 was two days. By 1975, this has grown to an average of 8.1 day per trial.

All of this data points to the inadequacy of the present ratio of two Attorneys per criminal court. This budget recommends changing that ratio to 2.5 Attorneys per court in the high crime judicial districts.

The full-year impact of this change would be sixteen additional Attorneys. However, it is possible to phase these Attorneys in over the forthcoming year for a net increase of 9.33 positions and a cost of $285,144. This amount includes $272,944 for salaries and wages, $7,200 for desks, file cabinets and chairs and $5,000 for law books and legal supplies.

Legislative District Attorney	(.5)	$(14,622)

The District Attorney formerly hired a Deputy District Attorney to represent the California District Attorneys Association in Sacramento. This program was deleted by the District Attorney during the 1975-76 fiscal year. This deletion results in a reduction in the 1976-77 recommended budget of one-half man-year and $14,622.

Additional Investigators	3.0	58,573

Coupled with the need for additional Attorneys is a need for additional Investigators, also due to increasing crime rates and severity of crimes. These additional three Investigators will maintain the present staffing ratio between Investigators and Attorneys and are essential to permit the timely prosecution of serious crimes within the County.

The cost of these three positions is $58,573, which includes $56,556 in salaries and wages and $2,017 in equipment items, such as desks, tables, chairs and other equipment.

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT
Other Increases		$410,904

The major increase in this category is an increase of $140,895 for fringe benefit accounts. The principle increase in this category is the $104,580 increase for County contributions to employee retirement. This account was significantly underbudgeted in the current year, due to an error in the salary and wages program.

Salary savings are increasing based on a change from 13.7% to 11.2% of gross salaries. This $63,366 change is based on analysis of the average salary paid to Deputy District Attorneys and other positions in the District Attorney's Office.

Other Salary adjustments total $9,301 and are based on reclassification action and other salary adjustments.

Within the services and supplies portion of the budget, data processing charges shows the most significant increase. This account is increasing from $106,107 to $157,847, an increase of $51,740. This is based on increased DPC charges and a new programming effort to reduce future costs for computer terminal. Other services and supplies amounts include $18,933 for office expense (based on inflation and higher costs for postage and law supplies), an increase of $19,738 for telephone expenses (an increase from $91,593 to $116,026), based on current usage and a $9,000 increase in witness fees (from $16,000 to $25,000), based on several major cases anticipated to come to trial in the forthcoming year. These include the Patty Hearst Kidnaping, the Eldridge Cleaver Trial and other similar cases.

Revenue from Consumer Fraud activities is anticipated to decrease from the current year budget of $101,500 to an estimated $35,000 for the current year. This $66,500 decrease is based on actual revenue received during 1975 of $33,300 and $30,000 estimated for 1976. Revenues for a Pre-Trial Diversion grant which was funded during 1975 and the current year are decreasing $29,167, based on termination of the grant.

Other changes total $2,264.

Budget Hearing 1976-77

[X] POLICY MATTER (Funds Included)

[ ] POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT	AMOUNT
#205 - District Attorney	District Attorney	
TITLE: Change in Attorney/Court Staffing Ratio		$285,144

DESCRIPTION:

The District Attorney has traditionally been staffed at a ratio of two attorneys per criminal court throughout Alameda County. Over the past several years it has become increasingly apparent that the staffing ratio is inadequate for high crime courts. Not only is the volume of crime greatly increased, but the types of crime, especially violent crimes, has increased dramatically. In addition, there has been a profound increase in the complexity of the legal process. Following are some examples of these increases:

1. The rate of crime has increased significantly.

Year	Population	Reported Felonies	Rate per 100,000	Adult Felony Arrests
1960	908,000	10,782	1,182	3,864
1965	1,050,000	25,692	1,878	5,186
1970	1,070,000	45,287	4,208	13,599
1973	1,100,000	50,262	4,596	13,695

2. The increased rate of crime includes crime of personal violence. In Alameda County there were 44 arrests for murder in the entire year of 1965. In January of 1975, there were 50 murder cases pending trial in Superior Court. Parallel increases exist for robbery, assault and rape offenses. Violent crime has much greater impact on the system than property crime in that more resources are necessary to move such cases through the courts. It takes longer to try murder than a forgery, to try rape case than a petty theft; and, in addition, the more severe punishment levels which attend conviction result in a higher rate of trial for such cases as opposed to disposition without trial.

3. Juvenile crime has increased in volume and severity. In 1965 there were almost 2,000 juveniles arrested for felonies which represented 16% of the juvenile court caseload. In 1973 there were more than 5,000 such arrests which comprised 36% of the juvenile court caseload.

4. Preliminary examinations are longer. Each felony must be reviewed in a complete confrontational hearing before a Municipal Court judge before it can be filed in the Superior Court for trial. A steady increase in the length of such proceedings has reduced, by more than one-half, the number of such hearings that can be heard in a single court day.

Policy Matter (cont'd)

5. Hearings on Pre-Trial Motions are more varied and increasing in length. Hearings on Discovery, Change of Venue, Disclosure of Informants, Sufficiency of the Preliminary Examination, Admissibility of Lineup Evidence, and confessions, are frequent events in the typical case. The major pre-trial hearing in our process is the suppression of evidence hearing, designed to test the legality of any seizure of physical evidence and decide the issue of admissibility at trial. Such hearings now range in length from several hours to more than one month of court time.

6. Jury trials are longer. Statistics for felony trials are as follows:

Average Time of Trial	
1960	2 days
1965	3.3 days
1970	5.2 days
1975	8.1 days

7. There are more jury trials. The number of felony jury trials has increased from 100 per year in 1965 to more than 250 at present. Legislation effective January 1, 1976 will man the State prison sentences for persons convicted of certain felonies who used a firearm in the commission of that offense and for heroin sellers of the specified quantity of the drug. As readily observed, where the sentence level is severe, a proportionate increase in the number of cases which can only be resolved by trial is expected.

These facts point to the inadequacy of the present ratio of two deputy district attorneys per criminal court. This budget recommends changing that ratio to 2.5 attorneys per court in the high crime judicial districts. These include the Superior Court, Fremont, San Leandro and Oakland Municipal Courts.

The full year impact of this change would be 16 additional attorneys. However, it is possible to phase these attorneys in over the forthcoming year for a net increase of 9.33 positions at a cost of $285,144. This amount includes $272,944 for salaries and wages, $7,200 for desks, file cabinets and chairs and $5,000 for law books and legal supplies.

This change in staffing ratio for the District Attorney should have no affect on the Public Defender, who has received staff due to increases in workload over the past several years through points of issue with your Board.

BUDGET UNIT SUMMARY REPORT

207 - Public Defender

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$3,533,515	$4,355,573	$3,808,857	$ 275,342	7.8
SERVICE & SUPPLIES	425,576	606,602	547,720	122,144	28.7
OTHER CHARGES					
FIXED ASSETS	18,262	48,393	18,342	80	.4
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$3,977,353	$5,010,568	$4,374,919	$ 397,566	10.0
REVENUE	$ 68,889	$ 68,889	$ 112,000	$ 43,111	62.6
NET COUNTY COST	3,908,464	4,941,679	4,262,919	354,455	9.1
MAN-YEARS	160.04	177.37	171.45	11.41	7.2

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Felony cases	6,808	7,883	7,883	1,075	15.8
Misdemeanor	19,648	19,023	19,023	(625)	(3.2)
Mental Illness	668	783	783	115	17.0
Juvenile cases	4,971	5,446	5,446	475	9.6
Investigations	4,860	4,823	4,823	(37)	(1.0)

DISCUSSION SUMMARY

The Public Defender and his assistants serve as defense counsel in criminal and certain types of civil cases for individuals who cannot afford a private attorney. In addition, the Public Defender represents minors in Juvenile Court and persons in insanity or mental illness cases.

The gross appropriation for the Public Defender is increasing $397,566 or 10.0% over the $3,241,692 budgeted in 1975-76. However, this increase is partially offset by the receipt of one-time grant revenues for an Office of Criminal Justice Planning Grant. The net appropriation of $354,455 represents a 9.1% increase over the $3,172,803 appropriated for 1975-76.

This increase is described as follows:

SUMMARY OF CHANGES

	MAN-YEARS	AMOUNT
SALARIES AND EMPLOYEE BENEFITS		
Project Crossroads	.92	$11,275
1. This OCJP grant funded program will require an additional two months financing for the Project Coordinator and three Social Workers plus an additional 488 man-hours (.25 man-years) of stenographer positions.		
2. Additional Clerk II positions will be required to bring the Public Defender back into the Board approved 1:2.5 staffing ratio between clerks and investigators/attorneys. This is the result of increases in attorneys and investigators authorized by the Board in prior years as Points of Issue for which clerical support was never added.	5.0	46,920
3. Two additional attorneys are recommended: One to process 600 W & I cases in the Juvenile Court presently being handled by Court-appointed counsel and one attorney is recommended based upon "extraordinary need". This latter position is based upon three attorneys who have long term medical problems which should be resolved within the next year. This latter position is recommended for one year only.	2.0	48,144
4. Additional inspectors are recommended to bring the Public Defender closer to the Board approved staffing level of 1:5. The staffing ratio at the present time is 1:5.5. Four positions are recommended to be phased in throughout the year.	3.0	58,500

	MAN-YEARS	AMOUNT	
SALARIES AND EMPLOYEE BENEFITS (cont'd)			
5. Mid-year Board action deleted one attorney from the Public Defender and added two investigators based upon urgent need of the department. This results in a net increase of one position.	1.0	$ 13,032	
6. Staffing of law students used recommended to decrease based upon recent agreements with local law schools to provide law students under a workstudy program.	(.51)	(5,280)	
7. Salary savings is recommended to decrease from 13% to 12% based on current year experience.		13,602	
8. Fringe benefits are recommended to increase based on estimates by the Auditor's Office.		85,675	
9. Reclassification actions		3,474	
Total Salaries and Employee Benefits	11.41		$ 275,342
SERVICES AND SUPPLIES			
10. Office supplies are increasing from $35,583 to $42,300 based on the higher cost of law books and other legal supplies.		6,717	
11. Telephone expenses increasing from $44,145 to $50,934 based on current year expenditures.		6,789	
12. Special departmental expenses increasing from $3,280 to $8,211 based upon the addition of $4,000 for continuing education of the bar (CEB), legal seminars.		4,931	
13. Expert witness fees are increasing from $27,400 to $32,500 based on current year experience.		5,100	

SERVICES AND SUPPLIES (cont'd)	Man-Years	Amount	
14. Microfilm expenses decreasing from $13,760 to $7,520 based on reduction in the micro-filming program.		$ (6,240)	
15. Data Processing charges are increasing from $80,258 to $176,034 based upon increased utilization of the CORPUS network by the Public Defender.		95,776	
16. Equipment rental costs are increasing from $23,551 to $31,008 based upon the acquisition of Mag-card typewriters in order to reduce the need for clerical positions.		7,457	
17. Miscellaneous increases		1,614	
Subtotal services and supplies			$ 122,144
FIXED ASSETS			
18. Equipment needed for new positions.		10,061	
19. Additional equipment, primarily the acquisition of two-way radios under the second year of a multi-year acquisition program for investigator cars.		8,281	
Subtotal Fixed Assets		$ 18,342	
Less Allowed 1975-76		18,262	
GROSS TOTAL INCREASE IN RECOMMENDED BUDGET			$ 397,566
REVENUE			
20. State reimbursement for Public Defender activities is increasing from $40,000 to $64,000 based on current year experience.		$ 24,500	
21. Grant revenue for Project Crossroads is increasing from $28,889 to $47,500 based on second year funding of the grant project.		18,611	
Increase in Revenue			$ 43,111
Net Increase in Public Defender			$ 354,455

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Additional Attorneys	2	$48,717

One attorney is being recommended to provide representation in cases involving Section 600 of the Welfare and Institutions Code which relates to child custody matters. At the present time, the Juvenile Court Judge is appointing private counsel.

Section 634 W & I was amended to state "In any case in which it appears to the Court that there is a conflict of interest between a parent or guardian and child, that one attorney could not properly represent both, the Court shall appoint counsel". Prior to that time the statute stated "...the Court may appoint counsel". There were 142 such cases during the 1975 calendar year. The average cost of Court-appointed counsel in the Superior Court was $400 for the same period. Therefore, providing a Public Defender will have the potential of saving $56,800 in the Superior Court, Court-appointed Attorney Fees Account.

One additional attorney is recommended for a period of one year based upon "extraordinary need" of the Public Defender.

Three attorneys have long-term medical problems at this time which will prevent their full effectiveness over the forthcoming fiscal year. The Public Defender has requested one additional attorney during this period to meet this special need. The two attorneys will cost $48,717 and will require $632 for desks and chairs.

Additional Clerks	5.0	$53,124

The Public Defender has historically been staffed at a 1:2.5 ratio between clerks and attorneys/investigators. In the past several years the Public Defender has received numerous attorney positions through Points of Issue for which no clerical support was provided. The ratio now stands at 1:2.9.

Six additional clerical positions are recommended to be phased in over the forthcoming fiscal year in order to reestablish the 1:2.5 staffing ratio. The Public Defender will require five man-years in order to phase in the six recommended positions. These positions will cost $46,920 plus $6,204 for typewriters and desks.

Additional Inspectors	5.25	$73,712

The Board authorized two additional inspectors during the 1975-76 fiscal year and deleted funding for one attorney. The net increase of this transaction was an increase in the salary and wage amount of $13,032. The one attorney position is being dropped in this budget and full-year funding is recommended for the two attorneys.

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT

In addition, four new positions are recommended in order to begin a phase in to reestablish a staffing ratio of one investigator to five attorneys.

Analysis of other counties indicates an average among urban counties of 1:4:8 and an average of 1:5:3 in the Alameda County Public Defender's Office. The four recommended positions in addition to the two positions added mid-year will reestablish the 1:5 ratio as used in prior years.

Because of delays in hiring, the Public Defender agrees to phase in the four recommended positions over the forthcoming year for a net impact on this budget of 3.25 man-years.

These positions will cost an additional $58,500. In addition, furniture and equipment items needed for these positions and the positions added mid-year total $2,180.

Project Crossroads	.92	$ 4,438

Project Crossroads is an Office of Criminal Justice Planning grant project which seeks to provide a wide range of social services to Public Defender clients. This project was approved for second year funding on January 1, 1976. Four months funding for the grant project was previously approved in the 1975-76 budget. Thus, an increase of two months funding will be required in the 1976-77 fiscal year. The cost of these positions is $11,275 which is offset by grant revenue in the amount of $6,837 for a net impact on the Public Defender's budget of $4,438, the County hard-match.

Other Miscellaneous Changes	(-1.51)	$210,738

One position of attorney is being deleted as funding for the subject position was used to offset two investigators hired during the current fiscal year.

Various Services and Supplies Accounts are increasing $18,871 over the $124,168 budgeted for the services and supplies based upon higher costs of the services and material and minor program changes.

Data Processing charges are showing a significant $95,776 increase over the $80,258 budgeted for this account in a current fiscal year. This increase is due to full utilization of CORPUS by the Public Defender in the forthcoming fiscal year. Reprogramming of CORPUS in order to permit utilization by the Public Defender is scheduled for completion during the final quarter of the 1975-76 fiscal year. The full impact of these changes will be felt in the forthcoming fiscal year and the effective CORPUS on the Public Defender's operation will be evaluated in conjunction with the 1977-78 budget.

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT

Equipment rental costs are increasing from $23,551 to $31,008 in order to provide for acquisition of three Mag-card electronic typewriters. Experience by the District Attorney and County Counsel have indicated that this type of office machine is highly desirable and results in tangible cost savings in terms of clerical time necessary to prepare written Motions and legal briefs. The cost of these machines is $8,957, which is partially offset by a $1,500 decrease in other machine rental, for a net increase of $7,457.

Fringe benefits and salary savings are increasing $84,470 and $13,476, respectively, based on recent calculations of actual costs.

Law clerks are being replaced by workstudy students paid by their respective schools for a savings of .51 man-years and $5,280.

REVENUE $36,274

State reimbursement for Public Defender activities is increasing from $40,000 to $64,500, a $24,500 increase based on current year experience. Present State law provides that the State may appropriate funds in order to reimburse counties for up to 10% of their costs of providing counsel for indigent defendants. This amount of reimbursement has generally been less than 1%. However, in the current fiscal year, this amount has increased and future funding is anticipated at the higher level.

Second year grant funding of Project Crossroads is anticipated to increase $11,774 over the $28,889 in the current year.

BUDGET UNIT SUMMARY REPORT

209 - Grand Jury

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 40,247	$ 59,178	$ 45,039	$ 4,792	11.9
SERVICE & SUPPLIES	97,498	104,821	103,359	5,861	6.0
OTHER CHARGES					
FIXED ASSETS		265			
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$ 137,745	$ 164,264	$ 148,398	$ 10,653	7.7
REVENUE					
NET COUNTY COST	$ 137,745	$ 164,264	$ 148,398	$ 10,653	7.7
MAN-YEARS	2	3	2		

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%

DISCUSSION SUMMARY

The Grand Jury is a part of the District Attorney's staff but serves to support the Alameda Grand Jury in their deliberations and investigations of criminal activities throughout Alameda County.

In addition, the Grand Jury is charged with the responsibility to investigate the county administration and to make recommendations to the Board of Supervisors regarding service delivery.

The Grand Jury budget is increasing $10,653, or 7.7% over the $137,745 allowed in the 1975-76 budget. This change is described as follows:

SUMMARY OF CHANGES

The increase of $10,653 may be summarized as follows:

SALARIES AND EMPLOYEE BENEFITS	Man-Years	Amount	
1. Reclassification actions.	0	$ (228)	
2. Changes in fringe benefit accounts based on new estimates by the Auditor's Office.	0	1,779	
3. Increase in salary savings from 17% to 10% based on analysis of individual positions.		3,241	
Subtotal	0		$ 4,792
SERVICES AND SUPPLIES			
4. Transportation expense is increasing from $200 to $2,500 in order to provide bus rental so that the Grand Jury may visit various county activities throughout the county. This amount is consistent with that spent in prior years, however, no appropriation has been made in prior years or requested in this budget.		$ 2,300	
5. Special audits are increasing from $59,000 to $61,500 in order to provide funds to conduct audits of elected officials as requested by the Board of Supervisors or the public.		2,500	
6. Equipment rental of a MagCard Typewriter is increasing from $2,472 to $3,480. This machine was recommended in the 1975-76 budget but was underbudgeted due to a departmental error in addition.		1,008	

SERVICES AND SUPPLIES (Continued)	Man-Years	Amount	
7. All other changes.		$ 53	
Subtotal			$ 5,861
FIXED ASSETS			
8. No fixed assets are recommended for 1976-77 and none were authorized in the current year.			
Total Increase in Recommended Budget			$ 10,653

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Change in Salary Savings		$ 3,241

Salary savings are decreasing from 17% to 10% based upon an analysis of the two positions which make up the Grand Jury budget. The net effect of this change is to add $3,241 to the Salaries and Employee Benefits portion of this budget.

This drastic change is due to the fact that deputy district attorneys are paid over a wide salary range, from $14,912 per year to $29,240 per year.

The 1975-76 budget was predicated upon the average salary paid to a deputy district attorney since there was no prior experience with a grand jury budget as the 1975-76 budget was the first year of separate identification of this cost center. Current year experience has indicated that the deputy assigned to the Grand Jury must be more knowledgeable and have more experience than the average deputy and is therefore paid at a higher rate.

The salary savings of 10% is likely to change in the future as the salary for the drputy assigned to the Grand Jury is increased.

Special Audits		$ 2,500

The amount of money budgeted for special audits is increasing from $59,000 to $61,500. This additional $2,500 will provide for special audits which are called for by the Board of Supervisors or by the public. Special audits generally concern themselves with elected or appointed public officials such as members of the B.A.R.T. Board and superintendents of schools.

BUDGET UNIT SUMMARY REPORT
210 - Alameda Municipal Court

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 161,611	$ 161,273	$ 166,159	$ 4,548	2.8
SERVICE & SUPPLIES	83,570	95,517	91,121	7,551	9.0
OTHER CHARGES					
FIXED ASSETS	750	1,144	640	(110)	(14.7)
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$245,931	$ 257,934	$ 257,920	$11,989	4.6
REVENUE	$ 60,500	$ 70,500	$ 70,500	$ 10,000	16.5
NET COUNTY COST	185,431	187,434	187,420	1,989	1.0
MAN-YEARS	9.0	9.0	9.0	0	0

PERFORMANCE SUMMARY

Filings	1975-76	1976-77			
	Budget	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Felonies	300	275	275	(-25)	(-8.3)
Misdemeanor	1,150	1,400	1,400	250	21.7
Selected Traffic	350	325	325	(-25)	(-7.1)
Traffic	7,200	9,000	9,000	1,800	25.0
Intoxication	100	60	60	(-40)	(-40.0)
Parking	1,200	1,500	1,500	300	25.0
Civil	700	950	950	250	35.7
Small Claims	1,850	1,295	1,295	(-555)	(-30.0)
Weighted Caseload	778,535	864,572	864,572	86,037	11.0

DISCUSSION SUMMARY

The Alameda Municipal Court is a one-judge court which serves the City of Alameda.

The recommended increase of $1,809 represents a 1.0% change from the $185,611 budgeted in 1975-76. This increase is described as follows:

SUMMARY OF CHANGES

SALARIES AND WAGES	Man Years	Amount	
1. Mid-year judicial salary increase.	0	$ 4,032	
2. Miscellaneous changes in fringe benefit accounts based on revised estimates by the auditor.		516	
Subtotal	0		$ 4,548
SERVICES AND SUPPLIES			
3. Increase in office expense primarily due to additional mailings necessitated by new Juror Exemption Program and postal increases. Other increases include additional amounts for law books and inflation.		2,150	
4. Increase in attorney fees based upon year-to-date experience.		7,680	
5. Decrease in jury and witness expense based upon current experience.		(1,000)	
6. Decrease in data processing charges based upon estimates by D.P.C.		(1,545)	
7. All other miscellaneous changes.		266	
Subtotal			$ 7,551
FIXED ASSETS			
8. Replacement of courtroom and chambers chairs.		640	
Less allowed 1975-76		750	
Net Change in Fixed Assets			($ 110)
Gross Total Change Recommended			$ 11,989

REVENUE	MAN YEARS	AMOUNT	
Less increase in revenue due to increased general fines and forfeitures and court filing fees.		$ 10,000	
Net Total Budget	0		$ 1,989

BUDGET HIGHLIGHTS

ACTIVITY	MAN YEARS	AMOUNT
SALARIES AND WAGES	0	$ 4,548

The major change in the Salaries and Wages portion of this budget is the change in judicial salaries authorized by the Legislature in September 1975. This increase amounts to $4,032. The other increases recommended in the Salary and Wages portion of this budget represent minor changes to the fringe benefits accounts and are based upon new estimates by the auditor's office.

SERVICES AND SUPPLIES 7,551

The major change in the Services and Supplies portion of this budget is a $7,680 increase which is 74.4% more than the $10,320 allowed in the 1975-76 budget. This amount is due to the increased use of court-appointed attorneys and is the same amount projected for the current fiscal year.

Other changes include $2,150 for office supplies primarily due to an increase in postage due to additional juror notices being mailed out and overall inflation. The recommended amount is 27.4% more than the $7,850 budgeted in this account for 1975-76.

Jury and witness fees is estimated to decrease $1,000 based on current year experience. Additionally, data processing charges are anticipated to decrease $1,545 based upon estimates by the data processing division.

All other miscellaneous changes total $266.

FIXED ASSETS (-110)

The recommended amount of $640 will provide a new judge's courtroom chair to replace a 25-year old chair currently being used by the judge. Additionally, it is recommended that the judge's side chairs in chambers be replaced as they are old, broken and unsightly. The recommended amount is $110 less than the $750 recommended in the 1975-76 budget.

REVENUE 10,000

Revenue is increasing $10,000 or 16.5% over the $60,500 allowed in the 1975-76 budget. The major areas of increase are in motor vehicle fines and forfeitures, general fines and forfeitures and court filing fees and costs.

BUDGET UNIT SUMMARY REPORT

211 - Berkeley - Albany Muni. Courts

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 613,340	$ 653,201	$ 653,057	$ 39,717	6.5
SERVICE & SUPPLIES	308,993	362,082	357,158	48,165	15.6
OTHER CHARGES					
FIXED ASSETS	6,831	3,397	3,397	(3,434)	(50.3)
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$ 929,164	$1,018,680	$1,013,612	$ 84,448	9.1
REVENUE	$ 219,000	$ 304,254	$ 300,700	$ 81,700	37.3
NET COUNTY COST	710,164	714,426	712,912	2,748	.4
MAN-YEARS	35.5	37.0	37.0	1.5	4.2

PERFORMANCE SUMMARY

Filings	Budget	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Felonies	1,031	1,139	1,139	108	10.5
Misdemeanors	4,129	3,815	3,815	(314)	(7.6)
Selected Traffic	1,200	1,562	1,562	362	30.2
Traffic	34,825	25,684	25,684	(9,141)	(26.25)
Intoxification	75			(75)	
Parking	280,000	310,700	310,700	30,700	10.9
Civil	1,835	1,889	1,889	54	2.9
Small Claims	2,375	2,563	2,563	188	7.9
Weighted Caseload	3,697,656	3,542,850	3,542,850	(154,806)	(4.2)

DISCUSSION SUMMARY

The Berkeley - Albany Municipal Court is a four judge court serving the communities of Albany and Berkeley. The Berkeley Court holds sessions at two branch offices; one at the Grove Street main court complex in Berkeley, the other at rented quarters located a block away in the Milvia Street branch office.

The net change in County cost of $2,748, an increase of .4% from the $710,164 budgeted in 1975-76, is described as follows:

SUMMARY OF CHANGES

The increase of $2,748 may be summarized as follows:

SALARIES AND WAGES	Man-Years	Amount	
1. Full year funding for a position authorized during 1975-76.	.5	$ 5,142	
2. Funding for Deputy Clerk II position to process traffic warrants. This position will generate approximately $40,000 in additional revenues during the next fiscal year.	1.0	11,160	
3. Mid-year judicial salary increase.	0	16,132	
4. Decrease in salary savings from 3.5 to 3%.		1,760	
5. Other salary adjustments.		299	
6. Increases in fringe benefits based on new rates recommended by the Auditor.		5,224	
Subtotal	1.5		$ 39,717
SERVICES AND SUPPLIES			
7. Increase in office expense from $25,300 to $34,700 due to underbudgeting in the present fiscal year and to provide for inflation and postal increases.		$ 9,400	
8. Increase in attorney fees from $27,000 to $61,000 based on current year experience.		34,000	
9. Increase in telephone expense from $9,612 to $13,500 based on underbudgeting in the current fiscal year and to provide for tarriff increases.		3,888	
10. Other miscellaneous changes.		877	
Subtotal			$ 48,165

FIXED ASSETS	Man-Years	Amount	
11. Equipment needed for new position.		$ 2,462	
12. Programmed replacement equipment.		935	
Total Fixed Assets Recommended		$ 3,397	
Less allowed 1975-76		-6,831	
Net Change in Fixed Assets			$ (3,434)
Total Increases Recommended			84,448

REVENUE

13. Revenue is increasing 37.3%, from $219,000 to $300,700. This increase is due to an increase in the parking fines and forfeitures due to new rates for parking citations and a continuation of a stepped up traffic warrant program. This latter program will account for an extimated $40,000 in the 1976-77 fiscal year.	81,700
Net Total Increase	$ 2,748

ACTIVITY	MAN-YEARS	AMOUNT
Traffic Division	1.0	$ (27,714)

A Deputy Clerk II position is recommended to process traffic warrants. Due to other more urgent backlogs in the Court, warrants have been allowed to accumulate to the point where approximately $40,000 worth of warrants are unprocessed.

As an emergency measure, the Court Administrator utilized temporary clerical help to reduce this workload to a somewhat manageable size and this is responsible for an estimated $40,000 in current year revenues.

The recommended amount will provide for a position at a full-year cost of $11,160 and a desk and typewriter for a full-year cost of $12,286. Offsetting this amount is $40,000 in anticipated revenue.

Civil Division	.5	$ 6,478

The recommended amount will provide full year funding for a specialist clerk authorized in the 1975-76 fiscal year. The cost of this position is $5,142. The remaining $1,336 will provide a desk, typewriter and other office equipment necessary for the effective utilization of this position. These items were not included in the current year budget.

Attorney Fees	$ 34,000

Attorney fees are increasing $34,000, a 126% increase from $27,000 to $61,000, based on current year estimates. This increase is due to the change in philosophy by the public defender regarding indigent defense in conflict cases.

Salaries and Wages	$ 23,415

The recommended amount will provide $16,132 for mid-year judicial salary increases. Additionally, salary savings is decreasing from 3.5% to 3% based on decreased turnover. The net budgetary impact is $1,760 per year.

Other adjustments and changes in the fringe benefit accounts total $5,523. This increase is largely due to changes in the fringe benefits accounts as recommended by the Auditor.

ACTIVITY	MAN-YEARS	AMOUNT
Services and Supplies		$ 14,165

The recommended amount will provide for a $9,400 increase, from $25,300 to $34,700 for office supplies and equipment. The major portion of this increase is due to a $7,000 deficit in the current year budget, but will also provide for inflation and postal increases.

Other changes include $3,888 for communications expense, an increase from $9,612 to $13,500, again based on an underbudgeting in the current fiscal year and also to provide for tariff increases. Other miscellaneous changes total $877.

Revenue		$ 41,700

Revenue is showing an additional $41,700 increase over the $40,000 previously mentioned for warrant processing, due to an increase in the parking citation bails and also due to an increase in the general fines and forfeitures based upon current year experience.

Total	1.5	$ 2,748

BUDGET UNIT SUMMARY REPORT
212 - Fremont - Newark - Union City Municipal Courts

FORM 104-B

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 409,449	$ 497,165	$ 462,512	$ 53,063	12.9
SERVICE & SUPPLIES	268,854	338,338	298,305	29,451	11.0
OTHER CHARGES					
FIXED ASSETS	3,400	4,632	652	(-2,748)	(81.0)
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 681,703	$ 840,135	$ 761,469	$ 79,766	11.7
REVENUE	$ 216,000	$ 242,500	$ 246,500	$ 30,500	14.1
NET COUNTY COST	465,703	597,635	514,969	49,266	10.6
MAN-YEARS	23.5	28.5	26.0	2.5	10.6

PERFORMANCE SUMMARY

	1975-76	1976-77			
Filings	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Felonies	518	600	600	82	15.8
Misdemeanors	3,384	3,500	3,500	116	3.4
Selected Traffic	1,412	1,500	1,500	88	6.2
Traffic	27,890	30,000	30,000	2,110	7.6
Intoxication					
Parking	9,224	14,000	14,000	4,776	52.0
Civil	2,012	2,000	2,000	(-12)	-
Small Claims	2,350	2,500	2,500	150	6.4
Weighted Caseload	2,291,680	2,439,790	2,439,790	148,110	6.5

DISCUSSION SUMMARY

The Fremont Municipal Court is a three judge court serving the cities of Fremont, Newark and Union City.

A description of the major budgetery changes totalling $48,419, 10.4% more than the $465,703 budgeted in 1975-76 is as follows:

SUMMARY OF CHANGES

The increase of $48,419 may be summarized as follows:

SALARIES AND WAGES	Man Years	Amount	
1. Full year funding for a Stenographer II authorized in the 1976-76 fiscal year.	.5	$ 4,956	
2. Addition of one Deputy Clerk I based upon work load increases. This position will work in the traffic division and is the basis for significant increases in projected revenue based upon more timely processing of traffic warrants.	1.0	9,384	
3. Addition of one court reporter. The Fremont Court is the only multi-judge court without a salaried court reporter. The addition of this position is partially offset by a decrease in per diem court reporter fees.	1.0	21,132	
4. Mid-year judicial salary increase.	-0-	12,098	
5. Miscellaneous changes to fringe benefit accounts based on new estimates by the auditor's office.	-0-	5,493	
Subtotal	2.5		$ 53,063
SERVICES AND SUPPLIES			
6. Increase in attorney fees based upon current year expenditures.		20,000	
7. Increase in jury and witness expense based on current year experience and new state law requiring the calling of one-third more jurors.		18,200	
8. Increase in telephone expense based on current year experience.		2.126	

SERVICES AND SUPPLIES (Con't)	Man Years	Amount	
9. Increase in office expense based on 10% inflation and increase in postage.		$ 1,660	
10. Increase in data processing charges based on estimates by D.P.C. (No new programs).		1,617	
11. Decrease in reporter fees based upon the addition of a salaried court reporter. (The recommended amount is $21,000 less than the projected amount for the current fiscal year, but this represents a $13,480 decrease from the budgeted amount.)		(-13,480)	
12. Decrease in microfilm costs based upon a reduction in the microfilming program.		(- 1,000)	
13. Increase in miscellaneous services and supplies accounts based on experience.		328	
Subtotal			$ 29,451
FIXED ASSETS			
14. Additional desks and filing cabinets for new employees.		652	
Less allowed 1975-76		3,400	
Net decrease in fixed assets			(-2,748)
Total Expenditures			79,766
REVENUE			
15. Revenue is increasing $30,500 based on additional clerical support allowing for more timely processing of traffic warrants and overall increases in caseload and filings.		30,500	
Net Total Increase			$ 49,266

BUDGET HIGHLIGHTS

ACTIVITY	MAN YEARS	AMOUNT
SALARIES AND WAGES	2.5	$ 53,063

Full year funding at a cost of $4,956 is recommended for a half-time stenographer added in the current year fiscal year budget.

One entry level clerical position is recommended at a cost of $9,384 to provide clerical support in the traffic division to meet increasing workload and also to provide the more timely processing of traffic warrants which will result in increased revenue to the County.

A salaried court reporter is recommended at a cost of $21,132. The Fremont Municipal Court is the only multi-judge court in Alameda County which does not have atleast one salaried court reporter. The cost of this position is partially offset by a $13,480 decrease in per diem court reporter fees. (The reduction from the actual amount which will be expended in the current fiscal year is $21,000.)

Other increases include $12,098 for mid-year judicial salary increases authorized by the state legislature and $5,493 to provide for increases in the fringe benefit accounts as recommended by the auditor.

Not recommended in this budget are a traffic commissioner and two deputy clerks at a first year cost of $20,232 because these positions are unjustified by judicial caseload.

SERVICES AND SUPPLIES $ 29,451

The major increase in the Services and Supplies portion of this budget is a $20,000 increase(from $45,000 to $65,000) to provide for increases in attorney fees based upon the current year experience. The other major change in this portion of the budget is an $18,200 increase in jury fees consistent with the expenditures of the last two years and also to provide for an increase in the number of jurors which must be called due to changes in state legislation.

As described above, reporter fees will decrease $13,480 from the budget amount of $38,480 (but will decrease $21,000 from the estimated expenditure amount of $46,000) to offset the cost of a salaried court reporter.

Other changes include $1,617 for increases in data processing charges based upon higher salaries for programmers and other internal changes; $2,126 for telephone expense,and $1,160 to provide for increased costs of postage, law books, and other office supplies and materials. A reduction in the microfilming program results in a $1,000 decrease for this account and other miscellaneous changes total an increase of $328 over the budgeted amount for 1975-76.

FIXED ASSETS $ (-2,748)

Desks and filing equipment for the new positions recommended in this budget total $652. This represents a $2,748 decrease from the $3,400 budgeted in 1975-76.

BUDGET HIGHLIGHTS

ACTIVITY	AMOUNT
REVENUE	$ 30,500

Revenue is increasing $30,500 over the $116,000 approved for 1975-76, a 14.1% increase. Motor vehicle fines and forfeitures are increasing $10,500 based upon increased filings and increased revenue from traffic warrants due to the additional position recommended for this activity.

Other increases include $4,000 a 133% increase over the 3,000 budgeted for attorney fees in the 1975-76 budget. Other increase totalling $16,000 are due to increased filings and court activities and are consistent with the amounts projected for the present fiscal year.

BUDGET UNIT SUMMARY REPORT

213 - Livermore-Pleasanton Municipal Court

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 319,834	$ 378,864	$ 364,475	$ 44,641	14.0
SERVICE & SUPPLIES	152,269	162,382	156,317	4,048	2.7
OTHER CHARGES					
FIXED ASSETS	2,540	4,445	4,245	1,705	67.0
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$ 474,643	$ 545,691	$ 525,037	$ 50,394	10.6
REVENUE	$ 266,200	$ 321,500	$ 320,700	54,500	20.5
NET COUNTY COST	208,443	224,191	204,337	(-4,106)	(-2.0)
MAN-YEARS	19.17	23	21.75	2.58	13.5

PERFORMANCE SUMMARY

Filings	Budget	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Felonies	482	550	550	68	14.1
Misdemeanors	2,510	3,000	3,000	490	19.5
Selected Traffic	1,347	1,450	1,450	103	7.64
Traffic	35,029	35,000	35,000	(-29)	-
Intoxication	45	-	-	(-45)	-
Parking	4,139	2,200	2,200	(-1,939)	(-46.8)
Civil	654	750	750	96	14.7
Small Claims	1,271	1,500	1,500	229	18
Weighted Caseload	2,108,244	2,230,720	2,230,720	122,476	5.8

DISCUSSION SUMMARY

The Livermore-Pleasanton Municipal Court is a recently consolidated two-judge court. This judicial district services the cities of Pleasanton and Livermore, in addition to the unincorporated areas of Dublin, San Ramon, Mountain House and Sunol.

The net county cost for this judicial district is decreasing $6,543, or 3.1%, from the $208,443 budgeted in 1975-76. This change is described as follows:

SUMMARY OF CHANGES

	Man-Years	Amount	
SALARIES AND EMPLOYEE BENEFITS			
1. Full year funding for two positions authorized in the 1976 fiscal year.	1.0	$ 10,386	
Additional Deputy Clerk II, based upon personnel shortage during the present fiscal year and increased revenues in Traffic Division.	1.0	11,160	
2. Additional Asst. Division Chief to provide additional assistance in Criminal Division and to provide backup during Court Administrator's absence.	.75	12,699	
3. Increase in Salary Savings due to the above positions.		(-2,068)	
4. Reduction in Court Administrator, authorized in 1976 for overlap.	(-.16)	(- 3,392)	
5. Mid-year judicial salary increase.	-	8,065	
6. Increase in Fringe Benefits, based on new estimates by the Auditor and additional positions.	-	7,791	
Total Salaries and Employee Benefits	2.58		$ 44,641
SERVICES AND SUPPLIES			
7. Increase in attorney fees, based upon current year expenditures from $12,000 to $25,000.		13,000	
8. Increase in telephone expense, based upon new telephone rates and revision of tie-line network from $4,173 to $7,000.		2,827	
9. Decrease in jury fees, based upon new program of mandatory settlement conference from $9,000 to $8,000.		(-1,000)	
10. Decrease in microfilm program from $2,500 to -0-.		(-2,500)	
11. Decrease in office expense, based on one-time expenditures during 1976 for new forms and stationery for two new judges from $18,000 to $15,000.		(-3,000)	

	Man-Years	Amount	
12. Decrease in building space rental costs, based upon closure of the Pleasanton Court facility from $48,967 to $42,967.		(- 6,000)	
13. All other miscellaneous changes.		721	
Total Services & Supplies			$ 4,048
FIXED ASSETS			
14. -Furniture and Equipment for new positions.	$ 1,980		
-Postage meter	1,800		
-Other Office Equipment	465		
	4,245		
Less Allowed 1975-76	2,540		
Total Fixed Assets			1,705
Total Expenditures			$ 50,394
REVENUE			
15. Increase in Revenue, based on processing of traffic warrants and additional filings generating increased fines, forfeitures and filing fees from $266,200 to $320,700.			54,500
Net County Cost	2.58		$ (-4,106

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Salaries and Wages	2.58	$ 44,641

Full-year funding for two positions authorized during the 1975-76 fiscal year total 12 man-months, at a cost of $10,386.

One Deputy Clerk II is recommended in the Traffic Division due to historical understaffing in this division. This understaffing has caused a neglect of traffic warrants with a subsequent decrease in county revenue. The addition of this position will be more than offset through the estimated increase in motor vehicle fines and forfeitures of $45,000

One additional position of Assistant Division Chief is recommended for implementation October 1, at a cost of $12,699, to provide additional backup and support in the courtroom and Criminal Division, due to an increase in Criminal filings. The position will also serve as backup to the Court Administrator during his absence.

Other changes include $8,065 for a mid-year judicial salary increase and reductions due to deletion of two months funding for a Court Administrator to provide overlap for the prior Court Administrator who retired.

Salary Savings are increasing $2,112, due to the new positions recommended above.

Fringe Benefits are increasing $7,073, primarily based upon new estimates by the Auditor's Office and, secondarily, to provide benefits for the new positions listed above.

Services and Supplies $ 4,048

Attorney fees are recommended for a $13,000 increase in the forthcoming fiscal year. This is a 108% increase over the $12,000 budgeted in 1976. This increase is based upon current year operating experience and is due to the additional conflicts being filed by the Public Defender's Office. Other increases include an increase in telephone expense of $2,827, an increase of 67.7% over the current year budgeted amount; however, this represents a slight reduction of $450 from the estimated amount for the current fiscal year.

Several Services & Supplies accounts in this budget are showing decreases due to one-time start up costs for the consolidated judicial district and better operating experience. These decreases include $1,000 for jury and witness fees; $3,000 for office expense; $2,500 for microfilming; and $6,000 for space rental, due to the closure of the Pleasanton Court facility.

All other miscellaneous changes total $721.

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Fixed Assets	-	$ 1,705

Equipment for new personnel totals $1,980 and includes desks and typewriters. A time stamp and table total $465 and are considered necessary for the operation of the department. The major fixed asset is the additional of a postage meter. This latter item will be used by the court, District Attorney, Public Defender, and Probation Department, all of whom share the same building facility. The addition of this postage meter will enhance the operational efficiency of these departments; the Livermore Court is the only court facility without a postage meter, despite characteristically high mailings required for court operation.

Revenue	-	$ 54,500

Revenue is showing a significant increase from $266,200 to $320,700, a $54,500 increase.

This 20.5% increase is primarily due to processing of traffic warrants, which as been neglected for the past several years. Additionally, increases in court filings will cause an increase in filing fees and fines and forfeitures. The estimated revenue is consistent with the $291,400 estimated in the current fiscal year.

BUDGET UNIT SUMMARY REPORT
214 - Oakland-Piedmont Municipal Cts.

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$2,282,481	$2,600,040	$2,493,654	$ 211,173	9.3
SERVICE & SUPPLIES	1,098,014	1,554,431	1,406,957	308,943	28.1
OTHER CHARGES					
FIXED ASSETS	14,576	10,406	9,907	(4,669)	(32.0)
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$3,395,071	$4,164,877	$3,910,518	$ 515,447	15.2
REVENUE	$1,060,500	$1,762,516	$1,447,516	$ 387,016	36.5
NET COUNTY COST	2,334,571	2,402,361	2,463,002	128,431	5.5
MAN-YEARS	132.0	148.5	143.0	11.0	8.3

PERFORMANCE SUMMARY

	1975-76	1976-77			
Filings	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Felonies	3,600	3,960	3,960	360	10.0
Misdemeanors	12,500	13,200	13,200	700	5.6
Selected Traffic	8,691	5,100	5,100	(35.91)	(41.3)
Traffic	126,848	132,300	132,300	5,452	4.3
Intoxification	50	0	0	0	0
Parking	400,000	408,000	408,000	8,000	2.0
Civil	12,775	13,000	13,000	225	1.8
Small Claims	13,000	14,000	14,000	1,000	7.7
Weighted Caseload	12,609,578	12,528,384	12,528,284	(81,194)	(.6)

DISCUSSION SUMMARY

The Oakland-Piedmont Municipal Court is the largest court in the County with 14 authorized judicial positions and a traffic commissioner. The judicial court serves the area of Oakland, Piedmont and Emeryville and presently receives approximately 50 percent of the civil and criminal filings in Alameda County.

The recommended budget is increasing $128,431 over the $2,334,571 budgeted in 1975-76. This 5.5% increase is described as follows:

SUMMARY OF CHANGES

SALARIES AND WAGES	Man-Years	Amount
1. Continued phase-in of Judicial Council standards begun in 1975-76. The 1975-76 budget weighted caseload justified 135.6 positions while the court staffing was 113 man years, 20% below the standard. In 1976-77, the estimated weighted caseload justifies 134.7 positions and the recommended budget provides for 122, 10.4% below the standard.		
a. Criminal Division 2.92		$31,784
b. Civil/Small Claims Division 2.25		25,528
c. Accounting Division .17		1,860
d. Traffic Division 2.66		25,024
Subtotal	8.0	$84,196
2. Full year funding of positions authorized in 1975-76.	1.0	$ 9,384
3. Steno for training grant.	1.0	9,912
4. Mid-year judicial salary increase.		61,044
5. Increase in fringe benefits based on estimates by the Auditor's Office.		29,712
6. Increase in salary savings based on additional positions.		(428)
7. A Deputy Clerk I is recommended to provide for court referral services.	1.0	9,384

SALARIES AND WAGES (Cont'd)	Man-Years	Amount	
8. Miscellaneous salary adjustments. (Primarily reclassification actions)		$ 7,969	
Subtotal	11.0		$ 211,173
SERVICES AND SUPPLIES			
9. Increase in office expense from $103,700 to $154,000 based on postal increases, additional jurors being called pursuant to new State mandates and increased cost of law books and other supplies.		$ 50,300	
10. Increase in telephone expense from $25,909 to $33,500 due to present year underbudgeting.		7,591	
11. Increase in jury and witness fees from $139,500 to $170,000 due to an increase in the number of jurors called pursuant to new State law.		30,500	
12. Increase in transportation from $5,000 to $7,500 due to an increase in the number of per diem judges being utilized by the Court to fill in for vacations and other judicial absences.		2,500	
13. Increase in travel from $8,155 to $10,362 due to four new judges attending the California College of Judges and due to higher costs for attending the same conferences as scheduled in the current year		2,207	
14. Increase in professional and specialized services from $600 to $56,600 due to a $10,000 contract with the City of Oakland for mail services and a $45,000 grant allocation for training consultants.		56,000	
15. Increase in data processing charges from $320,433 to $378,144 due to a reallocation of programming charges and the higher cost for DP services.		57,711	

SERVICES AND SUPPLIES	Man-Years	Amount	
16. Increase in attorney fees from $176,900 to $237,000 based upon current year experience.		$ 60,100	
17. Increase in reporter fees from $135,000 to $175,000 based on current year experience and an increase in the motions and hearings requiring transcripts in the Superior Court.		40,000	
18. All other miscellaneous changes.		2,034	
Subtotal			$ 308,943
FIXED ASSETS			
19. Equipment needed for new employees.		$ 2,561	
20. An additional microfilm storage cabinet.		508	
21. Replacement of typewriters purchased between 1951 and 1968 which are worn out.		4,830	
22. Equipment needed to implement training program (grant funded).		2,008	
Total Fixed Assets Recommended		$ 9,907	
Less Allowed 1975-76		(14,576)	
Decrease in Fixed Assets			($ 4,669)
Gross Increase in Recommended Budget			
REVENUE			
23. Revenue is increasing based on higher bail for traffic matters and increased activity in processing of traffic warrants. Additionally, increased activity in civil and small claims actions will result in an increase in revenue from these sources.			

REVENUE (Cont'd)	Man-Years	Amount	
23.(Cont'd)			
Further, analysis of current year revenues indicates that anticipated revenue was under-budgeted in the current year.		$ 387,016	
Net increase in recommended budget.			$117,529

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT

The recommended budget continues the policy of phasing in the Judicial Council standards relating to non-judicial staffing in the municipal courts. The standard called for 135.6 positions in the 1975-76 fiscal year as compared with a budget figure of 113. This was 20% below the standard. The recommended budget is based on a weighted caseload equivalent of 134.7 positions but recommends staffing of 122 positions, 10.4% below the standard.

No in depth review has been done on the non-judicial weighted caseload standard, but it appears that the weights which are applied to felonies are inadequate when compared to the weights applied to traffic and civil matters. Thus, a court like Oakland with a high percentage of serious crime needs an actual staff quite close to that recommended by Judicial Council, while other municipal courts within the County can get by with staffing between 18% and 20% below the Judicial Council standard.

Listed below is a breakdown by functional area of the distribution of the recommended positions:

Criminal Division	2.92	$ 18,325

The 2.92 positions are recommended to meet a 6.8% increase in weighted caseload units from 2,600,990 to 2,778,864. This 177,874 unit increase would ordinarily justify 1.91 additional positions based solely on increases in work load. In addition, one additional position is recommended to "catch up" to the judicial counsel standard. The cost of the recommended positions is $31,784. In addition, a desk will be needed at a cost of $191 and services and supplies in the form of additional postage forms and legal publications will cost $25,750. This latter amount is not due to the additional positions but is based on actual expenditures and projected increase in postage and other supplies.

Court associated costs for jury and witness expense, attorney fees and court reporter fees is increasing $130,600 from the $451,400 budgeted in the current year. These increases are due to the increased number of jurors which must be called and due to changes in appointments of court appointed attorneys.

ACTIVITY	MAN-YEARS	AMOUNT

These increases are offset by increases of $170,000 in statutory fines and penalities levied against criminal defendants.

Civil/Small Claims/Juries 2.25 $ 5,528

2.25 positions are recommended at a cost of $25,528 in order to provide for a 3.7% increase in weighted units from $2,713,875 to $2,815,800, an increase of 101,925 weighted units. This workload increase would normally justify 1.1 additional positions. In addition, 1.15 man-years are recommended to "catch up" to the judicial counsel standards.

Revenue from court civil filing fees is increasing $20,000 based on the increases in civil/small claims filings.

Accounting Division .17 $ 1,860

.17 man-years are recommended to supplement the existing accounting staff in order to account for the increases in revenue due to increased workload.

Traffic Division 2.66 (-$112,606)

2.66 positions are recommended in spite of a decrease in weighted units from 5,811,823 to 5,424,120, a decrease of 387,703. This 6.7% decrease in weighted units would normally result in a decrease of four positions. However, this division was most severly understaffed resulting in extreme delays in the statutory reporting of information to the Department of Motor Vehicles and in the inputting of citations into the traffic system.

The cost of the recommended positions is $25,024. In addition, $2,370 will be required to provide desks and electric typewriters needed for scanner input.

These cost are more than offset by an increase in traffic revenue of $140,000. This increase is due in part to increases in the bail schedule and in part due to more timely processing of traffic warrants.

Court Referral 1.0 9,384

A Deputy Clerk I will assist the Court in making referrals to the City of Oakland Parks Department, Central Collections, the Oakland Volunteer Bureau and Traffic School, which are used by the Court as alternatives to a jail sentence in traffic or misdemeanor cases.

Training Grant 1.0 $ 14,278

One stenographic position at a cost of $9,912 is recommended to provide support for three positions which will be hired under a consulting contract for a period not to exceed one year in order to develop an in depth training program for the municipal courts throughout Alameda County. This program is funded under an OCJP grant.

ACTIVITY	MAN-YEARS	AMOUNT

Training Grant (Contd)

The total costs during 1976-77 of this program are estimated as follows:

Positions	$ 9,912
Office Expense	1,648
Transportation	576
Consultant Fees	45,090
Training Equipment	2,008
TOTAL	$ 70,794
Less Grant Revenue	56,516
Net Cost	$ 14,278

Grant revenues expected in 1977-78 to cover County expenses during the latter phases of this grant are anticipated to amount to $10,560 for a net County cost of the grant program of $3,718.

Data Processing Charges 0 $ 57,711

DPC charges are increasing $57,711 due to a change in distributing charges for shared programs such as traffic, citations, juries and civil/small claims which have resulted in the major increase in the DPC budget for the Oakland court. Formally, Oakland was charged 30% of the common programs. However, the 1976-77 budget provides that Oakland will pay 50% of these costs based on a statistical analysis of Oakland's prorated share of all traffic and civil/small claims filings in addition to the number of jurors used. Thus, this increase in the Oakland Court budget is offset by decreases in the data processing budgets of the other municipal courts.

No new programs are recommended for the Oakland Court in the 1976-77 fiscal year but two programs will be ending which will save an estimated $92,602 in future years. These programs will permit the deletion of the Oakland citation system and the preparation of the Oakland Criminal Index both of which will be replaced by the "South County Traffic System".

Other Changes 1.0 $133,951

Full year funding of two positions authorized in the current year will result in an increase of $9,384. Judicial salary increases total $61,044 and are based upon the 12% cost of living authorized by the Legislature for municipal court judges.

ACTIVITY	MAN-YEARS	AMOUNT

Other Positions (Cont'd)

Other salary changes include $29,712 in increased fringe benefit charges based on new estimates from the Auditor's Office and other salary adjustments totaling $7,969. This latter sum is largely due to reclassification actions during the present fiscal year.

Office supplies are increasing $22,902 based on current year experience. Telephone expense is increasing $7,591 due to underbudgeting in the present fiscal year.

Other changes total a decrease of $4,651.

BUDGET UNIT SUMMARY REPORT

216 - San Leandro-Hayward Municipal Court

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 962,125	$ 1,068,355	$ 1,056,021	$ 93,896	9.8
SERVICE & SUPPLIES	479,410	642,203	633,949	154,539	32.2
OTHER CHARGES					
FIXED ASSETS	3,050	5,250	3,050	0	-
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 1,444,585	$ 1,715,808	$ 1,693,020	$ 248,435	17.2
REVENUE	421,100	391,600	419,600	-(1,500)	-(.4)
NET COUNTY COST	$ 1,023,485	$ 1,324,208	$ 1,273,420	$ 249,935	24.4
MAN-YEARS	56.00	61.00	59.92	3.92	7.0

PERFORMANCE SUMMARY

FILINGS	1975-76	1976-77			
	Budget	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Felonies	1,155	1,500	1,500	345	29.9
Misdemeanors	6,772	6,750	6,750	(22)	(3)
Selected Traffic	5,602	5,200	5,200	402	(7.2)
Traffic	50,000	57,000	57,000	7,000	14.0
Intoxication	100	0	0	(100)	(100.0)
Parking	23,800	25,000	25,000	1,200	5.0
Civil	3,650	4,200	4,200	550	15.1
Small Claims	6,250	6,500	6,500	250	4.0
Weighted Caseload	4,935,382	5,274,985	5,274,985	339,603	6.9

DISCUSSION SUMMARY

The San Leandro-Hayward Judicial District services the Cities of San Leandro and Hayward, in addition to the unincorporated areas of Castro Valley and San Lorenzo Village.

This Judicial District is the County's second largest with six Municipal Court judges. Legislation has been introduced to add a seventh judicial position during the 1976-77 fiscal year.

Upon completion of the Hayward Hall of Justice during the forthcoming fiscal year, the San Leandro-Hayward Municipal Court will consolidate some or all of its San Leandro operations into the new facility. Funds are provided within this budget to provide for moving costs and other essential items, such as address stamps, new stationery, and the like.

A description of the major budgetary changes totalling $249,935 a 24.4% increase in Net County Cost over the $1,023,485, follows:

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. Current year funding for a new judicial position.	.42	$ 17,365
2. Full-year funding for two positions authorized in the 1975-76 budget.	1.0	9,384
3. Additional clerical positions, based on workload increases:		
Additional Clerk of Criminal Division, based on 5% increase in workload. (Pos. .5, Amt. $ 4,692)		
Additional Clerk for Traffic Division, due to 7% increase in traffic filings, additional workload due to marijuana initiative and to permit processing of traffic warrants. (Pos. 1.0, Amt. 13,392)		
One Clerk position, due to a 10% increase in Civil filings. (Pos. 1.0, Amt. 13,392)		
	2.5	$ 31,476
4. Judicial salary increase.		24,197
5. Increase in Salary Savings, based on the new positions listed above.		-(2,025)
6. Other Salary Adjustments		253
7. Increase in Overtime. ($1,000 based on current-year expenditures; $1,500 to provide for move into HHJ, from $2,000 to $4,500.		2,500
8. Increases in Fringe Benefits, based on new estimates by the Auditor and new position.		10,746
Subtotal-Salaries & Employee Benefits	3.92	$93,896

	Man-Years	Amount	
SERVICES AND SUPPLIES			
9. Increase in Office Expense, based on additional judicial position, postal increase, and other inflation, from $54,600 to $76,000.		$ 12,000	
10. Increase in Jury & Witness Expense, based upon an additional Trial Department and new State law requiring additional jurors, from $64,200 to $75,000.		10,800	
11. Increase in DPC charges, based on estimates from DPC. (No new programs have been authorized), from $26,600 to $74,485.		36,967	
12. Increase in Attorney Fees, based on current year expenditures, from $75,000 to $165,000.		90,000	
13. Increase in Reporter Fees and transcripts, based on current year estimates and a fourth Trial Department, from $50,000 to $55,000.		5,000	
14. Other Miscellaneous Changes .		(228)	
Subtotal - Services & Supplies			$154,539
FIXED ASSETS			
15. Equipment needed for new positions.		1,350	
16. On-going typewriter replacement program.		1,700	
Subtotal- Fixed Assets		3,050	
Less Allowed 1975-76		3,050	
Increase in Fixed Assets			0
Total Expenditures			$248,420
REVENUE			
17. Decrease in Revenue, based on new judicial policy favoring attendance at traffic school in lieu of traffic fines. This is partly offset by additional Traffic position, which will allow increased revenues from traffic warrants.			(-1,500)
Net County Cost	3.92		$249,935

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Judicial	.42	$ 46,562

The recommended amount will provide for an additional five months funding for a seventh judicial position for which legislation has been introduced in the 1975-76 fiscal year. It is anticipated that while the position will be legally effective on July 1, 1977, an appointment will not be made until at least the 1st of February. This is in keeping with judicial appointments made by the Governor during the current year. Costs include $17,365 for the judge and $5,000 for law books and other supplies. Not included in this budget are two clerical positions normally authorized for new judges in order to provide courtroom support since it is anticipated that full or partial closure of the San Leandro facility will permit the reassignment of two existing positions for this purpose.

This reassignment is predicated upon the clear anticipation that, in order to make the reassignment of these two clerks, service to the public will be drastically curtailed or possibly eliminated. This is due to the inherent inefficiencies of providing public services in two separate locations.

Thus, if public contact (i.e., the routine acceptance of civil and small claims filings and traffic bails) is eliminated at the San Leandro facility, this additional workload can be absorbed by the existing staff at the main Hayward facility. If this public contact is maintained, it will not be possible to transfer personnel from the public contact areas to judicial support and will therefore be necessary to add two more clerical positions in order to support the seventh judge which will be created during 1976-77.

The transfer of two departments from San Leandro to the main Hayward facility will have little impact on the clerical staffing for the Hayward Court since the inefficiencies of a split-court operation do not exist at the level of Court Attache but rather at the level of the number of people required to minimally staff a public service point.

Judicial salary increases which became effective on Sept. 1, 1975 total an increase of $24,197 for the forthcoming fiscal year.

Criminal Division	.5	110,492

The recommended amount will provide for one-half Clerk in the Criminal Division based on a 5% increase in workload at a cost of $4,692.

ACTIVITY	MAN-YEARS	AMOUNT

Criminal Division (Cont'd.)

An additional $90,000, from $75,000 in 1975-76 to $165,000, will be required to provide for court-appointed attorneys in conflict cases, based on current year experience. Additionally, $5,000 will be required for court reporters and transcript fees and $10,800 will be required for jury and witness expenses, due to addition of a new Criminal Trial Department, for full-year costs of $55,000 and $75,000, respectively.

Civil Division	1.0	$ 13,642

One clerical position is recommended at a cost of $13,392 for the Civil Division, which is showing a 10% increase in workload over the 1975-76 budget year. Workload in the Civil Division has increased more than 96,000 units since the 1975-76 budget and the standard for additional personnel is 93,000 units. The recommended amount will also provide $250 for a desk for the subject position.

Traffic Division	1.0	19,492

The recommended amount will provide one clerical position at a cost of $13,392 plus $1,100 for fixed assets, and will permit increased processing of traffic warrants. It is estimated that this position will generate more than $20,000 in additional motor vehicle fines and forfeitures which largely offset losses occurring as a result of a policy by the Hayward bench to waive motor vehicle fines and forfeitures where the defandant attends a traffic or a DWI School. The loss of revenue due to this judicial policy is estimated at $25,000, for a net decrease in motor vehicle fines and forfeitures of $5,000.

The subject position will also assist in the processing of court activities under the new marijuana statutes. These include processing the initial filing and later sealing of records, after the expiration of the statutory time limit.

Other Changes	1.0	59,747

Salaries and Wages increases include $9,384 to provide for full-year funding of two positions authorized during the 1975-76 fiscal year to begin phase-in of new Judicial Council standards. In addition, there will be a $2,500 increase in overtime, $1,000 to provide for ongoing court-related overtime expense and $1,500 to provide for moving into the new Hayward Hall of Justice. This cost is partially offset by a $2,025 increase in salary savings, based on the additional positions added above.

Other Changes (Contd.)

In addition, Fringe Benefits are increasing $10,746 to provide for the new positions, but primarily based on revised Fringe Benefits rates for existing positions as estimated by the Auditor.

Services and Supplies amounts include a $7,000 increase for Office Expense to provide for postal increases and inflation. DPC charges are increasing $36,926 to provide for DPC rate increases. No new DPC programs are recommended.

Miscellaneous revenues are increasing $3,500. Other changes total a decrease of $1,284.

BUDGET UNIT SUMMARY REPORT

220 - Sheriff

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$6,256,228	$ 8,330,629	$6,513,595	$ 257,367	4.1
SERVICE & SUPPLIES	2,208,170	3,010,817	2,745,999	537,829	24.4
OTHER CHARGES					
FIXED ASSETS	47,000	100,774	65,000	18,000	38.0
EXPENDITURE TRANS, & REIMBS.	-361,859	-397,329	-403,516	-41,657	11.5
TOTAL EXPENDITURES	8,149,539	11,044,891	8,921,078	771,539	9.5
REVENUE	-330,175	-436,056	-440,726	-110,551	33.4
NET COUNTY COST	7,819,364	10,608,835	8,480,352	660,988	8.5
MAN-YEARS	322.82	373.50	324.32	1.5	.1

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
BOOKING IDENTIFICATION	63,497	63,635	63,635	138	.2
CRIMINAL INVESTIGATIONS	4,750	5,711	5,711	961	20.2
BREATH/ALCOHOL ANALYSIS	5,000	2,500	2,500	(2,500)	(50.0)

DISCUSSION SUMMARY

This budget unit contains the following sections:

Training - The training workload is steadily increasing as new courses become mandated by P.O.S.T. This year a new First Aid refresher course and several advanced courses will add to the workload.

Headquarters - This is the central administration of the Sheriff's Department. Increases in this section are due to the increased complexity of the County payroll system and the need for on-going management information.

Eden Township Substation - This is the section which services the unincorporated areas with patrol services and investigation services. There has been a gradual increase in the number of open cases, the number of warrants issued, reports filed, and other workload indicators although there is no major budgetary impact due to workload.

Increases in this section are due to the need to provide relief for

DISCUSSION SUMMARY (cont'd)

posted positions so that authorized positions will remain filled.

Central Identification Bureau - The C.I.B. provides booking identification for all police agencies in Alameda County. Although the workload in this section has remained fairly constant, the implementation of the microwave system and the new Datalogue Facsimile Transmitters (for the transmission of fingerprints) will have a major impact on this year's budget.

Vehicle Theft - The Vehicle Theft program is an O.C.J.P. grant to co-ordinate auto theft investigation efforts throughout the County. Due to a lack of participation by several cities in the County, however, the program is recommended to be discontinued when the grant expires in January 1977.

Hospital/Welfare Security - Security services are provided to the County hospitals and the Welfare Department by the Sheriff and credits are received in this budget.

Crime Lab - Analysis of criminal evidence for the whole County is handled by the Crime Lab at Santa Rita. While there has been a steady increase of work in this section, major budgetary impacts are due to the purchase of equipment in anticipation of the move into the Eden Health Building in mid-1977. The number of Breath/Alcohol Analyses performed in 1975-76 decreased significantly from the 5,000 anticipated due to a decrease in the number of drunk driving arrests and to delays in developing the County-wide program.

SUMMARY OF CHANGES

Changes totaling $660,988 are summarized as follows:

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. In January 1976, all badge personnel received a 2% salary increase in addition to the Sheriff's annual mid-year raise. The net effect of this will be:		

	1975-76 man-months	salary increase	total
Deputies	1381	$ 26	$35,906
Sergeants	516	31	15,996
Lieutenants	127	35	4,445
Captains	24	45	1,080
Chiefs	12	46	552
Asst. Sheriff	12	49	588
Undersheriff	12	53	636
Sheriff	12	399	4,788
			$63,991

		$ 63,991
2. One Clerk II is recommended for the Training Section where new mandated training courses have created a backlog of paperwork and the need for additional reimbursement claims to be processed.	1.0	$ 9,384
3. One Clerk II is recommended for the Crime Lab. The number of reports requiring typing has increased from 4104 to 4524 and there are only two current clerks available.	1.0	$ 9,384
4. One Clerk II is recommended to perform payroll functions for the #220 budget due to the increased workload of the new payroll system.	1.0	$ 9,384
5. One position of Assistant Staff Analyst will be upgraded to ASA I in order to flexibly staff the position. This will tie this position in with other County administrative classes.		$ 3,828

SALARIES AND EMPLOYEE BENEFITS (cont'd)	Man-Years	Amount
6. Five positions of Deputy Sheriff were funded for six months in 1975-76 to provide desk officer services when the Sheriff moves into the Eden Health Building. Since this move will not occur until at least July 1977, these positions will be deleted until the move is complete.	(2.5)	($ 40,290)
7. One Lieutenant's position in Training is recommended in this budget to compensate for a Lieutenant loaned to the State mid-year. This position was approved by the Board in July, 1975.	1.0	$ 21,612
One Steno I in Headquarters will be flexibly staffed to Steno II to reflect the duties of the incumbent.		$ 1,176
8. An error of $1/mo. was made in the Security Officers' salary in 75-76.		$ 144
9. Two Deputy Sheriffs were transferred to the Marshall's Unit mid-year and replaced by two Security Officers at a savings of $452/mo.		($ 10,848)
10. Error of $1/mo. in the computation of the salary for the Criminalist III		($ 96)
11. Differentials will decrease $49,590 from $264,923 to $215,333 due primarily to the decentralization of the Educational Incentive pay which was mostly budgeted in this budget in 1975-76 (some was in the Santa Rita budget). Differentials include Shift and Skills ($29,075), Educational Incentive ($98,600), Vacation buy-back and sellback ($20,898), Bomb Squad Incentive ($19,800), canine handler ($1,560), Standby pay ($29,760), and retirement for incentives ($15,640). Also, the 1975-76 budget included $31,996 for mid-year increases which has been deleted.		($ 49,590)

SERVICES AND SUPPLIES	Man-Years	Amount	
12. Employee benefits will increase $60,636 from $857,119 to $917,755 due to errors made in computing last year's accounts and to reflect increased salaries. Increases were in Retirement ($54,167), Health ($531), FICA ($5,938).		$ 60,636	
13. Salary savings decreased from 6% ($283,720) to 4.5% ($215,835) to reflect actual turnover and top-step savings.		$ 67,885	
14. Overtime (for the entire Sheriff's Department) will increase $110,767 from $689,233 to $800,000 to reflect actual experience. Major increases are in court-room security needs, investigation overtime, and holiday pay. Also, $22,000 is needed to meet the Fair Labor Standards Act requirement that overtime include differentials in the base pay.		$ 110,767	
Subtotal	1.50		$ 257,367
15. Charges for Data Processing Services increased $468,388 from $647,515 to $1,115,903 $185,543 of this increase is for the rents and leases of DP equipment, $176,449 of which was budgeted in the Rents and Leases account in 1975-76. The bulk of the remaining increase is $133,899 additional for the Sheriff's share of the CORPUS system (47%) up from $353,643 last year.		$ 468,388	
16. Rents and leases of Equipment will decrease $175,860 from $361,013 to $185,153 due to the transfer of IBM equipment to the DP Services account ($176,449). This decrease is partially offset by an increase of $16,473 in the cost of renting the Datalogue facsimile equipment (from $118,069 to $134,542).		($ 175,860)	

	Man-Years	Amount	
17. Maintenance of equipment will increase $84,556 from $13,279 to $97,835 due to the need for a maintenance contract for the Datalogue Fax system which is expected to cost $75,000.		$ 84,556	
18. Special Departmental Expenses will increase $62,808 from $145,860 to $208,668 due to the inclusion of an ammo allowance of $82,500 which replaced the old marksmanship program.		$ 62,808	
19. Communications is expected to increase $63,609 from $101,581 to $165,190 based on actual experience and a 5% inflation factor. This account will be $36,000 over-expended in 1975-76.		$ 63,609	
20. Miscellaneous increases due mainly to inflation will total $34,328.		$ 34,328	
Subtotal			$ 537,82
CREDITS			
21. Interdepartmental credits received from the hospitals and the Welfare Department for security services will increase $41,657 from $361,859 to $403,516 to reflect increases in the cost of providing those services.			
Subtotal			($ 41,657)
FIXED ASSETS			
22. Fixed Assets will increase $18,000 from $47,000 to $65,000 due to the need to purchase supplies for the Crime Lab in anticipation of the pending move into the Eden Health Building.			
Subtotal			$ 18,000
Total Gross Change	1.50		$ 771,539

	Man-Years	Amount
REVENUE		
23. Revenue is expected to increase $110,551 from $330,175 to $440,726. Fees charged for business licenses were increased mid-year to bring in an additional $13,500. Also, revenue anticipated from the Vehicle Theft grant will increase $85,301. Projected revenue for 1975-76 is $404,933.		
Subtotal		($ 110,551)
Total Net Change	1.50	$ 660,988

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Clerical Support	3.0	$ 28,152

Additional Clerk IIs ($9,384 each) are recommended for the Training, Crime Lab, and Payroll Sections. Mandated training courses, the new County payroll system, and increased typing requirements have made these positions necessary. The Crime Lab has two clerks to handle a caseload that increased from 4,105 reports to 4,524.

Postponed Move to Health Building	(2.5)	$(40,290)

In 1976-77 there will be a decrease of 2.5 man-years ($40,290) of Deputy Sheriff time which had been budgeted in 1975-76 in anticipation of the Sheriff's move into Eden Health building. With that move now delayed until at least July, 1977, the positions have been deleted from the budget.

Mid-Year Salary Increases	$63,991

Mid-year salary increases for all badge personnel totalled $63,991:

	1975-6 Months	Salary Increase	Total
Deputies	1,381	$ 26	$35,906
Sergeants	516	31	15,996
Lieutenants	127	35	4,445
Captains	24	45	1,080
Chiefs	12	46	552
Assistant Sheriff	12	49	588
Under Sheriff	12	53	636
Sheriff	12	399	4,788
			$63,991

The 2% raise was effective on January 1, 1976, and as such six months of this increase were budgeted for in differentials and make-up part of the decrease in that area.

Additional Positions	2.75	$62,226

The additional positions being recommended are for a Lieutenant ($21,612) to replace one loaned to the State for training purposes, nine-months funding of an attorney ($21,930) to provide the Sheriff with legal advice and a Sergeant ($18,684) at E.T.S. to assist with the workload increase in the Crimes Against Persons Section.

BUDGET HIGHLIGHTS
(Continued)

	MAN-YEARS	AMOUNT
Miscellaneous Salary Increases	1.0	$143,425

Differentials have decreased $49,590 due to the decentralization of the Educational Incentive pay and the deletion of $31,996 allocated for the badge personnel's mid-year increase. Employee benefits increased $85,486 with retirement increasing $73,028 due to a miscalculation of benefits in 1975-76.

Overtime will increase $110,767 from $689,233 to $800,000 to reflect actual experience. Major increases are in courtroom security needs, investigation overtime, and holiday pay. $22,000 is needed to meet the Fair Labor Standards Act requirement that overtime pay include differentials in the base wage.

One Lieutenant is recommended to replace one on loan to the State for training purposes ($21,612).

Data Processing Services $291,939

Data Processing Services have increased $291,939 due primarily to an increase of $133,899 in charges for CORPUS. Data Processing charges are summarized as follows:

Data Processing and Rental

	1975-76	1976-77	Inc/(Dec)
CORPUS	$353,648	$ 487,547	$133,899
PIN	168,654	231,362	62,708
Overhead	125,213	211,486	86,273
Rents and Leases (D.P.)	176,449	185,508	9,059
Total	$823,964	$1,115,903	$291,939

Datalogue FAX System $ 85,258

The costs of the Facsimilie system will increase $85,258 primarily due to maintenance costs associated with the new Datalogue Facsimilie transmitter/receivers. Rental of the FAX machines will increase $16,473 from $118,069 to $134,542 due to the inclusion of controller boxes to route communications. Maintenance of the system will increase $61,000 from $14,000 to $75,000 due to the unique features of the system which will require a maintenance contract with the manufacturer or the recruitment of trained technicians.

Revenue $(110,551)

Revenue is expected to increase $110,551 from $330,175 to $440,726 due primarily to the receipt of Federal and State funds for the Vehicle Theft program ($85,301) and mid-year increases in the fees charged for business licenses and various permits. Actual revenue for 1975-76 is expected to be $404,933.

BUDGET HIGHLIGHTS
(Continued)

	MAN-YEARS	AMOUNT
Miscellaneous		$136,838

The remainder of the increases in this budget are due to general increases caused by inflation, the replacement of equipment, and the need to maintain complicated electronic equipment. In anticipation of the Sheriff's move into the Eden Health building in mid-1977, the Fixed Assets account has been increased $18,000 to $60,000 for the purchase of equipment for the Crime Lab.

Also, credits received from the hospitals and the Welfare Department for their security services increased $41,657 from $361,859 to $403,516 to accurately reflect the costs of those services. General Services and Supplies accounts increased $160,495.

Budget Hearing

[ ] POLICY MATTER (Funds Included)

[X] POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
#220 - Sheriff	Sheriff

TITLE	AMOUNT
Elementary Education Program	$59,551

DESCRIPTION:

The Sheriff has requested two Deputy Sheriffs ($38,678 with Fringes) and two cars and other supplies ($20,873) for an Elementary Education Program designed to give presentations to grade school youths in an effort to reduce juvenile delinquency.

This is an optional, unproven program which does not appear to be a practical means of reducing juvenile delinquency and is presented to the Board as a Point of Issue.

Budget Hearing

☐ POLICY MATTER (Funds Included)

☒ POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
#220 - Sheriff	Sheriff

TITLE	AMOUNT
Sheriff's Reserves Safety Equipment	$88,200

DESCRIPTION:

The Sheriff is requesting $88,200 to provide safety equipment for the Sheriff's Reserves. The cost is $420 per person for 210 reserves, and the equipment includes guns, ammunition, holsters, helmets, raingear, etc.

Since this is a major increase in the Reserve program, it is being presented as a Point of Issue.

Budget Hearing

☐ POLICY MATTER (Funds Included)

☒ POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
#220 - Sheriff	Sheriff

TITLE	AMOUNT
Lieutenant - Executive Officer	$25,934

DESCRIPTION:

The Sheriff has requested one Lieutenant ($25,934 with benefits) to function as an Executive Officer to relieve the Captain at ETS as needed and to assume supervision responsibilities currently handled by a Sergeant. There is currently a post-staffed Lieutenant at ETS who is responsible for the line operations of the Patrol Section.

This position would result in an increase in the level of police services to the unincorporated areas, and as such is being presented as a Point of Issue.

Budget Hearing

1976-77

☐ POLICY MATTER (Funds Included)

☒ POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
#220 - Sheriff	Sheriff

TITLE	AMOUNT
Positions at ETS/Santa Rita Patrol (7.0)	$133,459

DESCRIPTION:

The Sheriff's budget request includes six positions (four Deputies, two Sergeants, and one Clerk II) for post-staffing and increased workload in the Patrol Section of the Criminal Division. Based on post-staffing formulas the four Deputies are needed at ETS to provide relief for vacations, sick leave, etc. for positions which were previously authorized.

One Sergeant is needed at the Santa Rita Patrol for the same reasons. The Clerk is for the ETS - Detectives Section to deal with the increased workload.

The other Sergeant is in the Investigations Section and is requested due to workload increases.

NOTE: These positions would have been recommended for inclusion in the 1976-77 budget had it not been for other funding priorities. The County Administrator's Office will work with the Sheriff's Department to present alternate funding cuts which will allow these positions to be funded in 1976-77.

Budget Hearing 1976-77

☐ POLICY MATTER (Funds Included)

☒ POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT	AMOUNT
#220 - Sheriff	Sheriff	
TITLE: Attorney for Sheriff (.75)		$ 21,933

DESCRIPTION:

The Sheriff has requested that he be allocated an Attorney (Deputy County Counsel) to be assigned to his staff to work on legal issues and to provide advise. At issue is nine months funding for the position.

NOTE: This position would have been recommended for inclusion in the 1976-77 budget had it not been for other funding priorities. The County Administrator's Office will work with the Sheriff's Department to present alternate funding cuts which will allow these positions to be funded in 1976-77.

SHERIFF

BUDGET UNIT SUMMARY REPORT

225 - Headquarters Division

FORM 104-6

DESCRIPTION	1975-6	1976-7			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$1,382,040	$3,158,065	$2,998,907	$1,616,867	
SERVICE & SUPPLIES	206,127	450,680	449,289	243,162	118.0
OTHER CHARGES					
FIXED ASSETS	4,541	26,077	11,542	7,001	154.2
EXPENDITURE TRANS. & REIMBS.	-8,000	-5,000	-5,000	(-3,000)	(37.5)
TOTAL EXPENDITURES	$1,584,708	$3,629,822	$3,454,738	$1,864,030	118.0
REVENUE	-240,750	-273,000	-281,400	-40,650	16.9
NET COUNTY COST	1,343,958	3,356,822	3,173,338	1,829,380	136.1
MAN-YEARS	80	173.5	160	80	102.5

PERFORMANCE SUMMARY

	1975-6	1976-7			
	DEPARTMENT BUDGET	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
CIVIL PROCESS SERVED	60,000	64,074	64,074	4,074	6.8
MILES TRAVELED	325,000	377,500	377,500	52,500	16.2
PRISONERS TRANSPORTED	95,000	82,000	82,000	(13,000)	(13.7)

DISCUSSION SUMMARY

Sheriff Deputies assigned to the Headquarters Division serve as marshal of the Municipal Courts and as bailiffs in the Superior Courts. In this capacity, they are officers of the Court and are responsible for handling prisoners, taking charge of witnesses and juries, and maintaining order in the Court. Additionally, when citizens are summoned for jury duty, subpoenaed as trial witnesses, have personal property attached for non-payment of legal debts, or are involved in other legal actions, Headquarters Division Deputies serve the necessary papers to enforce Court orders and judgements.

In addition, the Headquarters Division provides for all transportation of in-custody defendants between various holding and treatment facilities and the Courts. A major workload of the Division is in such prisoner movement. Not only is the Division responsible for transporting prisoners between Santa Rita and other holding facilities and the Municipal and Superior Courts, the Headquarters Division is also responsible for transporting in-custody defendants between mental and other hospitals and the Courts and County Jail facilities.

DISCUSSION SUMMARY (cont'd)

The gross change in this budget is $1,864,030. This 118.0% increase over the $1,584,708 allowed by the Board in 1975-76 is primarily due to the addition of positions authorized by the Board of Supevisors during the current fiscal year and a $1,422,930 transfer from other Sheriff's budgets due to internal reorganizations. The net increase, after transfer, is $441,100.
These changes are described as follows:

SUMMARY OF CHANGES

SALARIES AND EMPLOYEE BENEFITS	Man-Years	Amount
1. Deputy Sheriffs for Transportation Division to staff additional trips to Atascerdero State Mental Hospital, Napa State Mental Hospital and other similar facilities (offset by reduction of $37,000 in Sheriffs Overtime budget).	2	$ 32,232
2. Deputy Sheriffs for new judges authorized by the Legislature January 1, 1976.	5	80,580
3. Security Officers approved by the Board of Supervisors during the 1975-76 fiscal year.	1	10,692
4. Additional positions to handle Civil processes. Civil processes have increased from 37,700 in 1974, to 64,074 estimated for 1977 (1974 was the last time when positions were added to this Division to handle Civil processes).	1	16,116
5. Additional Security for Oakland-Piedmont Municipal Court approved by the Board during the 1975-76 fiscal year.	5	69,900
6. Positions transferred from Department 235-Courthouse Jail.	66	1,210,137
7. Funds transferred from Department 220 for differential/educational incentive pay.		43,622
8. Decrease in salary savings from 5.11% to 3.15% based on analysis of individual positions.		35,063
9. Increase in fringe benefits, primarily retirement contributions due to new estimates by the Auditor's Office for Safety Member Retirement.		70,345

	Man-Years	Amount	
SALARIES AND EMPLOYEE BENEFITS (cont'd)			
10. 2% mid-year salary increase approved by the Board of Supervisors and other miscellaneous salary adjustments.		$ 48,180	
Total Salaries and Employee Benefits	82		$1,627,344
SERVICES AND SUPPLIES			
11. Office expense is increasing from $25,000 to $34,720 based on a transfer of Department 235 and inflation for postage and other materials and supplies.		$ 9,720	
12. Maintenance of electric equipment is increasing from $1,595 to $8,625 based on a transfer of equipment from 235 plus new equipment to be purchased.		7,030	
13. Increase in telephone expense from $14,339 to $17,500 based on a transfer of Department 235.		3,161	
14. Increase in transportation costs from $15,000 to $18,000 based on increased activity in serving Civil processes, plus an increase in the private vehicle rates approved by the Board of Supervisors during the current fiscal year.		3,000	
15. Assigned vehicle usage is increasing from $20,432 to $174,230 based on a transfer of vehicles from Department 235 and due to additional transportation runs to Napa, Atascerdero and other State mental facilities.		153,798	

	Man-Years	Amount	
SERVICES AND SUPPLIES (cont'd)			
16. Increase in travel from 0 to $250. Actually, this is the same amount as budgeted in prior years; however, this amount was budgeted in Special Departmental Expense (Account 3391) in error.		$ 250	
17. Special departmental expenses increasing from $200 to $21,000 due to a transfer of this account from Department 235. This account pays for meals and commercial transportation for out-of-the-area prisoner transportation. This amount is increasing $8,000 over the formerly budgeted amount due to increased trips to Atascerdero.		20,800	
18. Compensation insurance is increasing from $26,019 to $56,897. $24,815 is being transferred from Department 235 and the remaining $6,098 increase is due to increased rates as projected by the Auditor.		30,878	
19. Rents and leases of equipment is increasing due to a transfer of an accounting machine used in processing Civil papers from the Sheriffs main budget, Department 220.		14,525	
Total Services and Supplies			$243,162
FIXED ASSETS			
Transportation Section			
20. Light bars for vehicles being replaced (one-time purchase).	$1,695		
21. Office equipment.	791		

	Man-Years	Amount	
FIXED ASSETS (cont'd)			
22. Radio equipment for new transportation vehicles necessary due to the increased trips to Atascerdero.	$2,463		
Subtotal Transportation Section		$4,949	
($3,120 was allowed last year for the Transportation Section in Department 235)			
Marshals Section			
23. Handi-Talki's for Court security officers authorized by the Board mid-year.	$2,322		
24. Replacement office equipment (2 chairs, 2 non-Selectric typewriters, and a calculator).	1,455		
Subtotal Marshals Section		$3,777	
Civil Division			
25. Completion of a three-year acquisition program of Handi-Talki's for process servers.	$2,322		
26. Office equipment.	494		
Subtotal Civil Division		$2,816	
Total Fixed Assets Recommended		$11,542	
Less Allowed 1975-76 (not including Department 235)		4,541	
Increase in Fixed Assets Recommended			$ 7,001
CREDITS			
27. Credits are decreasing due to lower than anticipated usage by Central Collections in enforcing payment of debts owed to the County.			$ -3,000
Gross Increase in Recommended Budget			$1,864,030

	Man-Years	Amount
REVENUE		
28. Revenue is increasing due to increased activity by the Civil Process Servers.		$ 40,650
Net Total Increase in Recommended Budget		$1,829,380

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Transportation Deputies	2	$ 32,232

Two positions with Deputy Sheriff are recommended based on the increased number of trips to Atascerdero, Napa and other State mental institutions. These increased number of trips are due to judicial orders requiring observation and diagnosis of individuals who are claiming a defense under the insanity clauses of the Penal Code. These trips have increased dramatically. Discussions with the Public Defender indicate that one of the major reasons for increased pleas of insanity is the "armed and use" clauses which require mandatory sentencing of persons using a firearm while participating in a criminal act, such as a robbery or burglary.

Increased trips to Atascerdero will cost an estimated $47,000 in overtime utilizing current staff. The Sheriff states that this amount can be reduced through the assignment of full-time deputies. However, it is impossible to eliminate the use of overtime, since the trip to Atascerdero takes in excess of eleven hours. Thus, a residual $15,000 will be required for overtime for this purpose. Overtime is budgeted in the Sheriff's 220 budget.

New Superior Court Judges	5	$ 85,580

The Legislature approved three new Superior Court judgeships effective January 1, 1976. Two of the positions have been appointed and subsequently the Board approved three new bailiff positions on the approved 1:1.5 staffing ratio to provide Courtroom security.

This budget recommends full-year funding for those three positions and two additional positions for the yet to be appointed third judge. (It is anticipated that this third judge will be appointed prior to July 1, 1976.)

Positions Added Mid-Year	6	$ 80,592

The Board of Supervisors approved by a Resolution an additional position of Security Officer at an annual cost of $10,692 in order to provide additional security at the main Welfare Office located at 401 Broadway, Oakland.

Additionally, the Board of Supervisors approved five positions in order to provide increased security at the Oakland-Piedmont Municipal Court. These positions include three Deputy Sheriffs and two Sheriff's Clerks. The cost of these positions is $69,900 per year.

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT
Civil Process Personnel	1	$ (24,534)

One position of Deputy Sheriff is recommended in order to provide for increases in the number of Civil processes being filed and served. Since 1974-75 (the last time a position was added for handling civil processes), the number of civil processes served has increased from 37,700 to an estimated 64,074 for 1976-77. This increased number of Civil processes is thought to be due to the recent economic situation wherein more individuals and businesses are seeking redress through the Courts for civil damages and for the payments of debts owed.

These workload increases have been met by utilizing marshals and bailiffs from the Courts. However, it is no longer possible to do so due to increased demands for security from the Municipal and Superior Court Benches.

Revenue is increasing $ 40,650, due to the increased activity in civil processes filed.

Transfers from Other Sheriff's Budgets	66	$1,422,930

Due to internal reorganizations, a number of programs are being transferred to the Sheriff's Headquarters Division. These include all Marshals, Bailiffs and Transportation Deputies. In addition, the Sheriff is spreading incentive pay, presently carried in the Sheriff's 220 budget, to individual programs. Further, the Sheriff is now paying for an accounting machine used in accounting for civil process in the Sheriff's main 220 budget.

Listed below is a recap of the organizational changes:

From Budget 235	Positions	Amount	
Salaries & Wages	66	$1,210,137	
Services & Supplies		151,526	
Fixed Assets		3,120	
Total Transferred from Department 235			$1,364,783
From Budget 220			
Incentive Pay		$ 43,622	
Accounting Machine		14,525	
Total Department 220			$ 58,147
Total Transferred from other Divisions	66		$1,422,930

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT
Other		$232,580

Transportation costs are increasing $63,761 due to increased cost of transporting prisoners to Atascerdero, Napa and other State mental institutions, plus new motor vehicle use rates. In the same vein, costs for meals, lodging and commercial travel to pick up and deliver prisoners, is increasing $6,800.

Maintenance of electronic equipment is increasing $3,708 in order to pay for maintaining equipment purchased in the prior year, but for which no appropriation was made for servicing and maintaining the equipment.

Salary savings are increasing from 5.11% to 3.15%, a $35,063 increase due to adjustments made based on an analysis conducted of all Sheriff's salary savings amount.

Fringe benefits are increasing $74,145 primarily based on a $48,683 increase in County contributions for retirement which is due to revised rates for Safety Member Retirement, and $11,500 for educational pay.

A full-year funding of a 2% salary increase for uniformed positions is $48,180.

A decrease in service credits from Central Collections and other County departments utilizing the Civil process servers is decreasing $3,000 based on actual utilization of this service by those departments.

All other changes total a decrease of $2,077.

BUDGET UNIT SUMMARY REPORT

FORM 104-6

235 - Courthouse Jail

DESCRIPTION	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$1,664,504	$ 518,613	$ 545,140	$(1,119,364)	(67)
SERVICE & SUPPLIES	545,278	567,363	400,169	(145,109)	(17)
OTHER CHARGES	230,793	265,412	249,256	18,463	8
FIXED ASSETS	4,717	2,272	2,272	(2,445)	(52)
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$2,445,292	$1,353,660	$1,196,837	$(1,248,455)	(49)
REVENUE					
NET COUNTY COST	$2,445,292	$1,353,660	$1,196,837	$(1,248,455)	(49)
MAN-YEARS	92	26	29	(63)	(68)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	Budget	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Prisoner days	32,850	30,500	31,025	(1,825)	(6)

DISCUSSION SUMMARY

This budget unit represents the cost of maintaining prisoners in the Courthouse Jail. It also includes a contract with the City of Oakland to hold prisoners awaiting hearings in the Oakland Municipal Court.

It is expected that the average number of prisoner days in the Courthouse Jail will fall from 90 to 85 per month in keeping with court ordered maximums.

In prior years this budget unit included the Transportation and Court Bailiffs' Sections. In 1976-1977, these sections will be budgeted in the Headquarters Division, budget unit #225. After allowing for the transfer of the Transportation and Court Bailiffs' Sections, the actual budgetary increase for the Courthouse Jail is $116,328:

	1975-76 Allowed	Transferred to #225	Base	1976-77 Recommend	Increase/ Decrease
Salaries and Employee Benefits	$1,664,504	$1,210,137	$ 454,367	$ 545,140	$ 90,773
Services and Supplies	545,278	151,526	393,752	405,169	6,417
Other Charges	230,793	0	230,793	249,256	18,463
Fixed Assets	4,717	3,120	1,597	2,272	675
Total Expenditures	$2,445,292	$1,364,783	$1,080,509	$1,196,837	$116,328
Revenue	0	0	0	0	0
Net County Cost	$2,445,292	$1,364,783	$1,080,509	$1,196,837	$116,328
Man-Years	92	66	26	29	3

SUMMARY OF CHANGES

After allowing for the transfer of the Transportation and Court Bailiffs' Sections, the recommended net increase of $116,328 is 10.8% above the $1,080,509 authorized for 1975-76. The increase is summarized as follows:

	MAN-YEARS	AMOUNT
SALARIES AND EMPLOYEE BENEFITS		
Salaries and Employee Benefits show an increase of $90,773 or 20%, from $454,367 to $545,140.		
1. Gross salaries show a $57,468 or 15% increase, from $394,848 to $452,316 for the following reasons:	3	$57,468

a. Certain classes in the Sheriff's Department received a January 1, 1976, 2% pay increase.

Class	Old Pay	New Pay	Diff.	Pay Units	Increase
Dep. Sher.	$1,317	$1,343	26	192	$4,992
Sergeant	1,526	1,557	31	36	1,116
Lieutenant	1,766	1,801	35	12	420
					$6,528

b. The Security Officer salary is computed on a new basis which increases it by $1 per month.

Salary Diff.	Man Months	Increase
$1.00	24	$ 24

c. One additional position of Sergeant and two of Deputy Sheriff are recommended to achieve full post staffing for the Courthouse Jail.

Class	Salary	Man Months	Increase
Sergeant	$1,557	12	$18,684
Dep. Sher.	1,343	24	32,232
			$50,916

	1975-76 Allowed	Transferred to #225	Base	1976-77 Recommend	Increase/ Decrease
Salaries and Employee Benefits	$1,664,504	$1,210,137	$ 454,367	$ 545,140	$ 90,773
Services and Supplies	545,278	151,526	393,752	405,169	6,417
Other Charges	230,793	0	230,793	249,256	18,463
Fixed Assets	4,717	3,120	1,597	2,272	675
Total Expenditures	$2,445,292	$1,364,783	$1,080,509	$1,196,837	$116,328
Revenue	0	0	0	0	0
Net County Cost	$2,445,292	$1,364,783	$1,080,509	$1,196,837	$116,328
Man-Years	92	66	26	29	3

SUMMARY OF CHANGES

After allowing for the transfer of the Transportation and Court Bailiffs' Sections, the recommended net increase of $116,328 is 10.8% above the $1,080,509 authorized for 1975-76. The increase is summarized as follows:

	MAN-YEARS	AMOUNT
SALARIES AND EMPLOYEE BENEFITS		
Salaries and Employee Benefits show an increase of $90,773 or 20%, from $454,367 to $545,140.		
1. Gross salaries show a $57,468 or 15% increase, from $394,848 to $452,316 for the following reasons:	3	$57,468

a. Certain classes in the Sheriff's Department received a January 1, 1976, 2% pay increase.

Class	Old Pay	New Pay	Diff.	Pay Units	Increase
Dep. Sher.	$1,317	$1,343	26	192	$4,992
Sergeant	1,526	1,557	31	36	1,116
Lieutenant	1,766	1,801	35	12	420
					$6,528

b. The Security Officer salary is computed on a new basis which increases it by $1 per month.

Salary Diff.	Man Months	Increase
$1.00	24	$ 24

c. One additional position of Sergeant and two of Deputy Sheriff are recommended to achieve full post staffing for the Courthouse Jail.

Class	Salary	Man Months	Increase
Sergeant	$1,557	12	$18,684
Dep. Sher.	1,343	24	32,232
			$50,916

	MAN-YEARS	AMOUNT	
SALARIES AND EMPLOYEE BENEFITS (cont'd)			
2. The salary savings percentage has been reduced from 5.06% to 3% in recognition of the fact that most of the staff assigned to the Courthouse Jail are at the higher steps of their pay ranges and there has been low employee turnover for the last year. The figure is reduced by $6,410 from $19,979 to $13,569.		$ 6,410	
3. Salary differentials have been increased by $11,630 or 141%, from $8,243 to $19,873. Amounts which were included in the 1975-76 budget for funding the mid-year pay increase for deputy sheriffs and related classes, and for "marksmanship pay," a benefit which has been discontinued, are eliminated. The $19,873 for 1976-77 includes $14,500 for educational incentive pay (budgeted formerly in #220), $3,073 for vacation sell-back, and $2,300 for retirement.		11,630	
4. Employee benefits show a 21% increase, from $71,255 to $86,520 based upon the additional staff and revised formulas.		15,265	

	1975-76	1976-77	Increase
RETIREMENT	$56,038	$66,983	$10,945
FICA	1,478	3,738	2,260
HEALTH	13,739	15,799	2,060
OTHER	0	0	0
	$71,255	$86,520	$15,265

TOTAL CHANGES IN SALARIES AND EMPLOYEE BENEFITS	3		$90,773

SERVICES AND SUPPLIES

Service and Supply accounts show an increase of $61,417 or 16%, from $393,752 to $455,169.

5. The Household Expense account is increased $2,530 or 51%, from $4,980 to $7,510. The primary reasons for this increase are inflation, and the fact that an insufficient amount was included in this account in 1975-76.		$ 2,530	

	MAN-YEARS	AMOUNT	
SERVICES AND SUPPLIES (cont'd)			
6. The food account is increased $12,087 or 18%, from $65,700 to $77,787. Inflation accounts for this increase, as average prisoner days are reduced from 90 to 85 per month.		$12,087	
7. The Office Expense account is reduced $26,785 or 93%, from $28,940 to $2,155. The reason for the decrease is transfer of funding for CORPUS forms to the CORPUS budget.		(26,785)	
8. The Communications account is increased $3,300 or 456%, from $724 to $4,024. The primary reason is the purchase of a telephone call controller system which will permit inmates to place their own (collect) calls rather than have a Deputy Sheriff handle the hanging-up and placing of phone calls.		3,300	
9. The Special Departmental expense account is increased $11,000 or 5.3% from $209,000 to $220,000. The reasons for this increase are an increase in the anticipated hours worked by Matrons and Keepers (which amounts to $11,000).		11,000	
10. Various miscellaneous accounts show a net increase of $4,285 or 5%, from $84,408 to $88,693. These increases are primarily attributable to inflation.		4,285	
TOTAL CHANGES IN SERVICES AND SUPPLIES			$ 6,417
OTHER CHARGES			
1. The account for Prisoner Care in City Jails shows an increase of $18,463 or 8%, from $230,793 to $249,256. This reflects that portion of the County's contract with the City of Oakland which requires an annual increase equal to the increase of the		$18,463	

	MAN-YEARS	AMOUNT	
OTHER CHARGES (cont'd)			
Consumer Price Index over the same period.			
TOTAL CHANGES IN OTHER CHARGES			$ 18,463
FIXED ASSETS			
12. The Equipment account shows an increase of $675 or 42%, from $1,597 to $2,272. This increase is based mainly upon the need for additional lockers for staff and a replacement freezer.		$ 675	
TOTAL CHANGES IN FIXED ASSETS			$ 675
TOTAL CHANGES IN COUNTY COST			$116,328

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Conversion to Post-position Staffing	3	$50,916

Commencing in fiscal year 1977, the Courthouse Jail will be staffed to provide full coverage at acceptable levels, twenty-four hours per day, seven days per week. This will mean an increase of two deputy sheriff positions and one sergeant position at a cost of $50,916 in gross salaries.

Salary Savings, Differentials and Benefits $33,305

The increase in Salaries and Employee Benefits is in part due to changes in salary savings, differentials and benefits.

Salary savings cost to the County is increased $6,410 or 32% by reducing salary savings from $19,979 (5.06%) to $13,569 (3%). The reasons for the increased cost are the fact that most of the Courthouse Jail staff are at the higher steps of their pay ranges, and anticipated low turnover.

Salary differentials show an increase of $11,630 or 141%, from $8,243 to $19,873. The differentials in the budget for 1975-76 included funds for a mid-year pay increase for deputy sheriffs and related classes, and for "marksmanship pay," a benefit which has been discontinued. The $19,873 for 1976-77 includes $14,500 for educational incentive pay (budgeted formerly in #220), $3,073 for vacation sell-back and $2,300 for retirement.

Employee Benefits costs show an increase of $15,265 or 21%, from $71,255 to $86,520. This increase results from the addition of staff to achieve full post staffing, and from changes in the formulas for determining the costs of employee benefits.

Matrons and Keepers $11,000

Matrons and keepers are as-needed personnel who guard inmates while they are in the hospital. An increase of $11,000 results from an anticipated increase in the number of hours to be worked by matrons and keepers (which amounts to $11,000).

CORPUS Forms $(30,000)

Funding for the purchase of CORPUS forms for the booking of prisoners was formerly included in this budget. The expense will henceforth be included in the budget for the CORPUS program.

BUDGET HIGHLIGHTS
(Continued)

	MAN-YEARS	AMOUNT
Prisoner Care in City Jails		$18,463

This activity shows an increase of $18,463 or 8%, from $230,793 to $249,256. The contract between the County and the City of Oakland provides for an annual adjustment equal to the change in the consumer price index for the Bay Area. That increase is estimated at 8% for this year.

General		$32,644

Because the estimated number of inmates at the Courthouse Jail will be decreasing from an average of 90 per day to 85, other increases in the Courthouse Jail budget can be attributed mainly to inflation in the various Service and Supply accounts. The account which shows the greatest inflationary change is food, which will increase $12,087 or 18%, from $65,700 to $77,787.

Budget Hearing

1976-77

☐ POLICY MATTER (Funds Included)

☒ POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
235 - Courthouse Jail	Sheriff

TITLE	AMOUNT
Salary Increase for Matrons and Keepers	$55,000

DESCRIPTION:

The Sheriff's Department has requested a pay increase for Matrons and Keepers of $1.00 per hour, from $4.00 to $5.00 per hour. Matrons and Keepers are the as-needed personnel who are assigned the responsibility of guarding inmates of County Jail when those inmates are temporarily in an institution outside the jail, typically a hospital.

If approved, this item will cost $55,000, $1.00 per hour for 55,000 hours of estimated work in 1976-77.

Due to the cost implications of such a pay raise, it is being presented to your Board as a Point of Issue.

BUDGET UNIT SUMMARY REPORT

#236 - Santa Rita

FORM 104-6

DESCRIPTION	1975-6	1976-7			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$4,702,228	$5,391,830	$5,114,673	$ 412,445	8.7
SERVICE & SUPPLIES	1,711,923	2,183,539	2,148,258	436,335	25.4
OTHER CHARGES	0	0	0	0	
FIXED ASSETS	60,000	184,815	85,000	25,000	42
EXPENDITURE TRANS. & REIMBS.	(74,000)	(74,000)	(74,000)	0	
TOTAL EXPENDITURES	$6,400,151	$7,686,184	$7,273,931	$ 873,780	13.6
REVENUE	94,808	205,511	205,511	110,703	117
NET COUNTY COST	$6,305,343	$7,480,673	$7,068,420	$ 763,077	12
MAN-YEARS	269.01	290.5	284.00	14.99	5.6

PERFORMANCE SUMMARY

	1975-6	1976-7			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
PRISONER, EMPLOYEE MEALS	1,350,250	1,373,650	1,451,375	101,125	7.5
MALE PRISONERS, ADA	1,040	1,070	1,030	(10)	
FEMALE PRISONERS, ADA	110	120	120	10	

DISCUSSION SUMMARY

This budget unit consists of staff and equipment required to house and feed all sentenced and most unsentenced prisoners in the County. There is also a Correctional Services section which provides counseling, educational and vocational assistance to Santa Rita inmates.

The Average Daily Attendance (ADA) is expected to remain constant at 1,150 prisoners/day although there has been a shift in the ratio of men-to-women as more women have been incarcerated in recent months.

The major budget changes are caused by food and utility charges along with the phase-in of Deputy Sheriffs required for post-coverage of shifts. The continual deterioration of the physical plant at Santa Rita also contributes to much of the increase in next year's recommended budget.

SUMMARY OF CHANGES

Changes totalling $822,314 are summarized as follows:

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. In 1975-76, 18 Deputy Sheriff positions were approved to complete the post-staffing requirements (i.e., complete shift coverage). These Deputies were phased-in over the year (6 in July 1975, 4 in January, 4 in April, and 4 in June) and so only 112 months were funded. This year, 216 months (18 x 12) will be needed, for an additional 104 months. Since the monthly salary for a Deputy is $1,343, this phase-in program will mean an increase of $139,672 ($1343 x 104) and 8.66 man-years (104 ÷ 12).	8.66	$ 139,672

2. In January 1976, the Deputy Sheriffs, Sergeants, Lieutenants, Captains, and Chiefs received a 2% increase. The net effect of this will be:

	1975-76 Man-Months	2% Increase	Total
Deputies	1,875	$ 26	$ 48,750
Sergeants	240	31	7,440
Lieutenants	84	35	2,940
Captains	12	45	540
Chiefs	12	46	552
			$ 60,222

\- 60,222

3. The Inmate Job Placement Program was funded for 5 months in 1975-76 (the remaining 7 months funding was approved by the Board in November, 1975). For 1976-77 these 4 positions (one Deputy, one Correctional Services Officer II, one Deputy Probation Officer II, and one Specialist Clerk) will be budgeted in the Work Furlough budget #237. (1.67) (24,940)

4. The Community Re-Entry Program grant was originally funded for 6 months in 1975-76. Full-year funding of the six positions (4 C.S.O II's, 1 Deputy Sheriff, and 1 Clerk II) will cost $43,668. 3.0 43,668

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS (cont'd)		
5. One Sheriff's Clerk is recommended for the mailroom, where inmate labor was previously used to assist one Sheriff's Clerk. The lifting of restructions, dishonesty of the inmates, and court-ordered requirements on the handling of mail make this a recommended position.	1.0	$ 10,776
6. One Sheriff's Clerk is recommended to assist in the commissary activity. Inmate labor is untrustworthy and this position is required to handle the cash transactions and to relieve the present commissary clerk.	1.0	10,776
7. Sheriff's Clerk-Women's Section. This position is recommended to provide clerical support for the days with no clerks assigned to the Women's Section when Deputies must perform the clerical tasks.	1.0	10,776
8. One Payroll Records Clerk is recommended to handle the increased workload caused by the new County bi-weekly payroll system.	1.0	10,284
9. One Building Equipment Maintenance Worker is recommended to assist the seven Stationary Engineers to maintain the physical plant at Santa Rita. The old buildings and hard water make servicing equipment a large task.	1.0	16,368

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS (cont'd)		

10. Mid-year increase for crafts positions were:

Position	Pay Units	Increase	Total
Bldg. Maint. Wkr.	24	$130	$3,120
Carpenter	12	161	1,932
Carp. Sup.	12	177	2,124
Elec-Line	24	143	3,432
Bldg. Equip. Wkr.	12	118	1,416
Stationary Eng.	84	140	11,760
Chief S.E.	12	140	1,680
Offset Operator	12	53	636
Truck Driver	12	58	696
		Total	$ 26,796

11. Error of $1/mo. in salary of Security Officer. 60

12. Salary savings stayed at 6.5% after an in-depth analysis of actual savings, turnover and new position savings. However, due to the increase in gross salaries, the amount deducted will increase $19,789 from $269,182 to $288,971. (19,789)

13. Benefits will increase $92,404 from $736,961 to $829,365 due to additional staff and revised benefit formulas. Increases are in Retirement ($77,184), Health ($8,855), and F.I.C.A. ($6,365). Retirement will be approximately $25,000 over-expended in 1975-6. 92,404

14. Differentials will increase $35,372 from $93,195 to $128,567. The major increase is in Educational Incentives which are expected to go from $22,248 to $87,000 ($64,752) due to more staff qualifying for the program. This is partially offset by a decrease of $30,110 for the one-time only 2% mid-year salary increase. $13,800 is also included in differentials to cover the additional amount needed in Retirement since differentials are included in the base retirement rate. 35,372

Total	14.99	$412,445

	Man-Years	Amount
SERVICES AND SUPPLIES		
15. The cost of food is expected to increase $106,098 from $790,700 to $896,798 even though the inmate population is projected to be the same as in 1975-6 (1150 per day). The increase is due to an increase in the cost of food (from 55¢ to 58¢/meal) which will total $40,508. Employee and other paid meals should increase $19,000 due to the additional staff recommended this year and last ($11,020) and costs at the bakery will increase from $48,000 to $55,000 ($8,000), due to inflation and the use of the donut machine purchased last year.		$106,098
16. Utility charges are expected to increase $167,222 from $220,138 to $287,360 due to increased rates charged by the U.S. Army and P.G. & E. Charges from the Army for water and sewage increased dramatically (sewage up 27%, water up 26.6%) to reflect the prevailing rates for these services in the Livermore Valley. These increases will total $56,398 over the $100,776 budgeted in 1975-6. Natural gas has increased $88,031 due to recent and anticipated P.G. & E. rate increases. Electricity has increased $22,803.		167,222
17. Transportation, Motor Vehicles will increase $74,287 from $142,637 to $216,924. $28,000 of this is due to a transfer from the Transportation (#3351) account to reflect vehicles actually owned by the Sheriff's Department. The remaining increase is due to increased garage charges (garbage trucks increased from $280/mo. to $1,103/mo. for example).		74,287

	Man-Years	Amount	
SERVICES AND SUPPLIES (cont'd)			
18. Special Departmental Expenses will increase $26,376 from $14,374 to $40,750 due to the inclusion of $30,000 for the Department to develop a program to provide hot meals to prisoners returning from court in the evenings. This is offset by a $5,000 decrease in the Inmate Support Funds available for the use of participants in the Re-Entry grant program.		$ 26,376	
19. Maintenance of Structures and Improvements will increase from $71,000 to $90,000 due to the inclusion of $18,000 to improve the lighting in the Compound Barracks to provide proper security and safety.		19,000	
20. Household Expenses will increase $20,000 from $70,000 to $90,000 due to actual experience (the account was $11,000 over-expended in 1974-75 with no increase in 1975-76) and inflation.		20,000	
21. Miscellaneous increases due to inflation and the continuing deterioration of the facility will total $23,352.		23,352	
	Subtotal		$ 436,335
FIXED ASSETS			
22. Fixed Assets are recommended to increase $25,000 from $60,000 to $85,000. $20,000 of this is for the purchase of a freezer-retarder for the bakery in order to enable large amounts of dough to be stored. This item will help reduce food costs both at Santa Rita and at the other County facilities which receive baked goods from them.		$25,000	
	Total Gross Increase		$ 873,780

	Man-Years	Amount
REVENUE		
23. Revenue is expected to increase considerably from $94,808 to $205,511 ($110,703) due to the receipt of Federal reimbursement for the Santa Rita Community Re-Entry grant ($194,000). Revenue anticipated in 1975-6 totals $169,102.		$(110,703)
Total Net Increase	14.99	$763,077

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Correctional Services	1.33	$ 18,728

Counseling services provided by the Correctional Services section are expected to show a slight increase next year from 30,315 interviews and 35,000 phone calls to 32,000 and 36,000, respectively, due to an increased awareness by the inmates of the services available. The major budgetary impacts in this activity are the full-year funding of the second year of the Santa Rita Community Re-Entry Program grant (3.0 man-years and $43,668) over the six months funded in 1975-6, and the transfer of the Inmate Job Placement Program (i.e., Probation Subsidy grant) to the Work Furlough (#237) budget. This is a decrease of 1.67 man-years and $24,940 since the program was only budgeted for five months in 1975-6.

Clerical Support	4.0	$ 42,612

Many clerical tasks at Santa Rita have previously been done by inmate labor. Partially as a result of the many diversion programs in the County, the type of inmate now at Santa Rita has proven to be untrustworthy in positions of responsibility. This issue, combined with more liberal regulations in the handling of mail, requires that one Sheriff's Clerk be recommended for the mailroom to assist the one person now handling the mail.

The problems with in-mate labor also will require an additional Sheriff's Clerk to assist in the maintenance of the commissary activity, where theft and irresponsibility cause many problems.

One Sheriff's Clerk is also recommended for the Women's Section where the lack of evening and weekend relief make the Deputies have to perform clerical duties, which endangers the security and the safety of the staff.

One Payroll Records Clerk is recommended to perform the timekeeping duties required of the new County payroll system.

Full-Year Funding of Phased-In Deputies	8.66	$139,672

In 1975-6, 18 Deputy Sheriff positions were approved in order to complete post-staffing requirements (i.e., complete shift coverage). These Deputies were phased in over the year (6 in July, 4 in January, 4 in April, and 4 in June), and so only 112 months were funded. This year, 216 months (18 x 12) will be needed, for an additional 104 months (216-112). The cost of this will be $139,672 (104 x $1,343) for 8.66 additional man-years (104 ÷ 12).

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT
Mid-Year Salary Increases		$87,018

In 1975-6, the Sheriff's badge personnel received a 2% salary increase on January 1, 1976. Although the six months from January to July, 1976, were budgeted in the differentials account, the full impact of the 2% increase will be $60,222 in 1976-7 (offset by a decrease in differentials). In addition to this, crafts positions also received mid-year increases totaling $26,796.

	1975-6 Man-Months	Mid-Year Increase	Total
Deputies	1,875	$ 26	$48,750
Sergeants	240	31	7,440
Lieutenants	84	35	2,940
Captains	12	45	540
Chiefs	12	46	552
Subtotal			$60,222
Bldg. Maintenance Worker	24	$130	$ 3,120
Carpenter	12	161	1,932
Carpenter Sup.	12	177	2,124
Elec. Lineman	24	143	3,432
Bldg. Equipment Wkr.	12	118	1,416
Stationary Engineer	84	140	11,760
Chief S.E.	12	140	1,680
Offset Operator	12	53	636
Truck Driver	12	58	696
Subtotal			26,796

Miscellaneous Salary and Benefit Charges	$108,047

Increases in Health ($8,855), Retirement ($77,184) and F.I.C.A. ($6,365) total $92,404 due primarily to errors made in 1975-6 compensations. Differentials will increase $35,372 (in spite of the decrease due to the one-time 2% pay raise) due to increased participations in the Educational Incentive program ($64,752). Salary savings will stay at 6.5% but increase $19,789 due to the additional staff, and other minor changes totaled $60.

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT
Food		$164,098

Even though the inmate average daily attendance (ADA) is expected to remain constant at 1,150, additional employee meals (up 19,000 from 91,000 in 1975-6) plus the new Street Drinker program (estimated ADA of 75) will increase the number of meals served from 1,350,250 to 1,451,375. The actual cost of a meal at Santa Rita currently is 58¢. This is up from the 55¢ meal budgeted in 1975-6. This increase plus the increase in the number of meals will equal $106,098 over last years $790,700. The Street Drinker program cost will be $47,633.

The cost of operating the bakery will increase from $48,000 to $55,000 allowing $5,500 for the operation of the donut machine purchased in 1975-6. Also, $20,000 is recommended in the Fixed Assets account for the purchase of a freezer-retarder to allow for volumn baking.

$30,000 is recommended in Special Departmental Expenses in order to allow the Department to develop a program to provide hot meals to inmates returning from court in the evenings.

Utilities		$167,222

Utility charges are expected to increase $167,222 from $220,138 to $287,360, due to increased rates charged by the U. S. Army and P.G. & E. Charges from the Army for water and sewage increased dramatically in August, 1975 (sewage up 27% and water up 26.6%) to reflect the prevailing rates for these services in the Livermore Valley. These increases will total $56,398 over the $100,776 budgeted in 1975-6.

Natural gas has increased $88,031 due to recent and anticipated P.G. & E. rate increases. Electricity increased $22,803.

Plant Maintenance	1.0	$ 34,368

In order to deal with the ever-increasing problems caused by the deterioration of the Santa Rita facility, one additional Building Equipment Maintenance Worker ($16,368) is recommended this year. Also, $18,000 is recommended to modernize the lighting in the Compound Barracks area in order to provide better security and safety.

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT
Revenue		$(110,703)

Revenue in the Santa Rita budget come mainly from the Federal reimbursement for the grant programs. Reimbursement for the Re-Entry grant is anticipated to be $194,400, and total revenue is expected to increase $110,703 from $94,808 to $205,511. Anticipated revenue for 1975-6 will be $169,102.

Miscellaneous		$ 112,015

Miscellaneous increases totaled $112,015 due mainly to inflation, facility maintenance, or increased I.G.S. charges.

Total Change	14.99	$ 763,077

SANTA RITA

	1975-76 General Fund	1975-76 Revenue Sharing	1975-76 Total	1976-77 Recommend	Inc/Dec
1011	$1,526,639	$2,438,628	$3,965,267	$4,285,308	$320,041
1015	0	0	0	0	0
1211	8,289	519,510	527,799	604,983	77,184
1311	2,847	52,527	55,374	61,739	6,365
1411	2,585	147,643	150,228	159,083	8,855
1511	0	3,560	3,560	3,560	0
Total S & W	$1,540,360	$3,161,868	$4,702,228	$5,114,673	$412,445
3011	$ 0	$ 32,000	$ 32,000	$ 37,500	$ 5,500
3031	0	98,000	98,000	107,800	9,800
3051	0	70,000	70,000	90,000	20,000
3071	0	6,500	6,500	6,500	0
3091	0	790,700	790,700	896,798	106,098
3111	5,944	18,300	24,244	25,930	1,686
3112	0	0	0	0	0
3171	0	6,000	6,000	6,600	600
3211	0	71,000	71,000	90,000	19,000
3231	0	15,000	15,000	19,150	4,150
3251	0	18,245	18,245	21,443	3,198
3271	0	220,138	220,138	387,360	167,222
3291	1,000	35,234	36,234	51,219	14,985
3331	0	25	25	25	0
3351	5,670	30,000	35,670	12,000	(23,670)
3354	2,375	140,262	142,637	216,924	74,287
3361	250	500	750	400	(350)
3391	12,674	1,700	14,374	40,750	26,376
3411	0	30,927	30,927	35,170	4,243
3491	200	87,938	88,138	92,548	4,410
3551	0	11,000	11,000	9,800	(1,200)
3575	0	341	341	341	0
Total S & S	$ 28,113	$1,683,810	$1,711,923	$2,148,258	$436,335
F/A	$ 0	$ 60,000	$ 60,000	$ 85,000	$ 25,000
6311 (Credits)	$ 0	$ (74,000)	$ (74,000)	$ (74,000)	0
Gross Total Revenue	$1,568,473	$4,831,678	$6,400,151 94,808	$7,273,931 205,511	$873,780 110,703
Net			$6,305,343	$7,068,420	$763,077
M-Y	269.01		269.01	284.00	14.99

BUDGET UNIT SUMMARY REPORT

FORM 104-6

237 - WORK FURLOUGH

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 565,201	$ 629,248	$ 695,175	$ 129,974	23
SERVICE & SUPPLIES	194,126	266,807	230,476	36,350	19
OTHER CHARGES					
FIXED ASSETS	1,620	4,340	851	(769)	(47)
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$ 760,947	$ 900,395	$ 926,502	$ 165,555	22
REVENUE	$ 125,200	$ 122,024	$ 105,175	$ (20,025)	(16)
NET COUNTY COST	$ 635,747	$ 778,371	$ 821,327	$ 185,580	29
MAN-YEARS	33	35	38	5	15

PERFORMANCE SUMMARY

	1975-76	1976-77			
	Budget	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Applications Processed:					
Male	--	--	2,504	--	--
Female	--	--	254	--	--
Total	2,337	2,749	2,754	417	18
Prisoner Days:					
Male	--	--	43,800	--	--
Female	--	--	3,650	--	--
Total	47,450	54,750	47,450	0	0

DISCUSSION SUMMARY

The Work Furlough Program provides an opportunity for certain offenders sentenced to County jail to engage in their normal employment, seek new employment, or be trained for employment, while serving their sentences. During fiscal year 1974, the County operated a Federally funded, experimental program for inmates with more difficult employment problems, in addition to the regular program. The grant for the experimental program expired in November 1975, and it was continued with County funding through June 30, 1976. The positions for this experimental program were formerly budgeted in the Santa Rita budget.

It is expected that the average number of prisoner days in the program will remain at 130 per month due to current economic conditions.

SUMMARY OF CHANGES

The recommended increase of $185,580 is 29% above the $635,747 authorized for 1975-76. The increase is summarized as follows:

SALARIES & EMPLOYEE BENEFITS	Man-Years	Amount
Salaries & Employee Benefits show an increase of $129,974 or 23%, from $565,201 to $695,175.	5.0	$83,472

1. Gross salaries show a $68,256 or 14% increase from $497,232 to $565,488 for the following reasons:

   a. Certain classes in the Sheriff's Dept. received a Jan. 1, 1976 2% pay increase.

Class	Old Pay	New Pay	Dif.	Pay Units	Increase
Dep. Sheriff	1,317	1,343	26	264	$6,864
Sgt.	1,526	1,557	31	36	1,116
Lt.	1,766	1,801	35	12	420
					$8,400

   b. Funding for the experimental Subsidy Program ended in Nov. 1975 and the program was continued with County funding until June 30, 1976. The program is to continue in 1976-77 with its four positions.

Class	Salary	Man-Months	Cost
Clerk II	$ 782	12	$ 9,384
Dep. Proba. Off. II	1,481	12	17,772
Corrections Svcs. Off.II	1,307	12	15,684
Dep. Sheriff	1,343	12	16,116
			$58,956

   c. An additional position of Deputy Sheriff is recommended in order to enable an acceptable level of checking on work furloughees at their jobs or in school.

Salary	Man-Months	Cost
$1,343	12	$16,116

SALARIES & EMPLOYEE BENEFITS (cont'd.)	Man-Years	Amount
2. The salary savings percentage has been reduced from 5.63% to 3% in recognition of the fact that most of the Work Furlough staff are at the higher steps of their pay ranges and there has been low employee turnover during the last year. The figure is reduced by $10,573 from $27,994 to $17,421.		$10,573
3. Salary differentials have been increased $14,577 or 157% from $9,271 to $23,848. Amounts which were included in the 1975-76 budget for the mid-year pay increase for deputy sheriffs and related classes and for "marksmanship pay," a benefit which has been discontinued, are eliminated. The $23,848 budgeted for 1976-77 includes $17,400 for educational incentive pay (budgeted formerly in #220), $3,688 for vacation sell-back and $2,760 for retirement.		14,577
4. Employee benefits show a $21,352 or 25% increase from $86,692 to $108,044 based upon the additional staff recommended and revised formulas:		21,352

	1975-76	1976-77	INCREASE
Retirement	$67,512	$ 84,190	$16,678
FICA	4,053	6,435	2,382
Health	15,127	17,419	2,292
	$86,692	$108,044	$21,352

TOTAL CHANGES IN SALARIES AND EMPLOYEE BENEFITS	5.0	$129,974

SERVICES AND SUPPLIES

Services and Supply accounts show an increase of $36,350 or 19%, from $194,126 to $230,476.

5. The Clothing and Personal Supplies account is increased $2,639 or 82% from $3,200 to $5,839 to reflect inflation in the cost of replacing inmate clothing worn out or lost ($1,539) and to include funds for inmate kitchen clothing ($550) and personal care items ($550).		2,639

SERVICES AND SUPPLIES (cont'd)	Man-Years	Amount
6. The Food account is increased $5,800 or 7%, from $78,600 to $84,400. As the estimated number of prisoner days remains the same (at an average of 130/day), the increase is attributable to inflation.		$5,800
7. The Maintenance of Equipment account is increased $4,133 or 303%, from $1,365 to $5,498. The reason for the increase is primarily attributable to the reupholstering of worn-out furniture.		4,133
8. The Communications account is increased $2,322 or 41%, from $5,617 to $7,939. Most of this amount is based upon increases in existing communications cost.		2,322
9. The Transportation - Motor Vehicle account is increased $5,711 or 64%, from $8,976 to $14,687. This increase is based upon actual use of the vehicles in 1975-76.		5,711
10. The Special Departmental Expense account is increased $9,551 or 178%, from $5,364 to $14,915. The reason for this increase is the addition of the former Subsidy Program to the Work Furlough budget. The inmates who fall into this category are provided with financial assistance for transportation and other expenses while looking for employment.		9,551
11. The Compensation Insurance account shows an increase of $1,360 or 12%, from $11,060 to $12,420 based upon the addition of staff to the Work Furlough Program.		1,360
12. Various miscellaneous accounts show a net increase of $4,834 or 19%, from $25,444 to $30,278. These increases are primarily attributable to inflation.		4,834
TOTAL CHANGES IN SERVICES AND SUPPLIES		$ 36,350

	Man-Years	Amount	
FIXED ASSETS			
13. The Equipment account shows a decrease of $769 or 47%, from $1,620 to $851. This reflects a decreased need for additional equipment for the program.		$ (769)	
TOTAL CHANGES IN FIXED ASSETS			(769)
TOTAL CHANGES IN EXPENDITURES			$153,411
REVENUE			
14. The revenue expected shows a decrease of $20,025 or 16%, from $125,200 to $105,175. Actual revenue projected for 1975-76 is $93,965.			20,025
TOTAL CHANGES IN REVENUE			$ 20,025
TOTAL CHANGE IN COUNTY COST			$185,580

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Subsidy Program	4.0	$68,031

During fiscal year 1974 the Sheriff's Department operated a Federally funded, experimental employment and education program for inmates with particularly difficult employment problems. The grant expired in November 1975 and County funding was provided for the program to continue for the remaining seven months of the 1975-76 fiscal year. The five months' funding was included in the Santa Rita (#236) budget. The program will now be continued in fiscal year 1976-77, with funding transferred from the Santa Rita budget to the Work Furlough budget.

The principal financial impact of this program is in Salaries and Wages for the four positions which staff it. They are one Deputy Sheriff, one Deputy Probation Officer II, one Corrections Services Officer II and one Clerk II. The cost is $58,956. There is also a special "inmate support fund" for those who qualify for this program. The fund is in the amount of $9,075 and is intended to provide transportation, clothing and incidental funds to these inmates while they are seeking or training for employment.

Additional Field Check Officer	1.0	$16,116

During the approximately three years the Work Furlough Program has been in existence, there has been a substantial increase (30%) in the number of applications to the program. The number increased from an average of 32 per field deputy sheriff per month in 1974-75, to 39 anticipated in 1975-76, and 42 anticipated in 1976-77. The need to evaluate these applications has severely restricted the ability of the deputies to check their on-going work furloughees at their places of employment or education. This, in turn, increases the chances of rule violations. The addition of one Deputy Sheriff is recommended to enhance the ability of the program to perform on-site visits. The cost is $16,116.

Salary Savings, Differentials and Benefits	$46,502

There is an increase in Salaries and Employee Benefits due to changes in salary savings, differentials and benefits.

Salary savings cost to the County is increased $10,573 or 38%, by reducing salary savings from $27,994 (5.63%) to $17,421 (3%). The reason for the increased cost is that Work Furlough staff are at the higher steps of their pay ranges and turnover has been relatively low.

Salary differentials show an increase of $14,577 or 157%, from $9,271 to $23,848. The differentials in the budget for 1976 included funds for a mid-year pay increase for deputy sheriffs and related classes, and for "marksmanship pay," a benefit which has been discontinued. These amounts have been deleted for 1976-77. The $23,848 for 1976-77 consists of $17,400

BUDGET HIGHLIGHTS
(Continued)

	MAN-YEARS	AMOUNT

for educational incentive pay (formerly budgeted in #220), $3,688 for vacation sell-back and $2,760 for retirement.

Employee benefits costs show an increase of $21,352 or 25%, from $86,692 to $108,044. This increase is based both upon the addition of new staff to the Work Furlough budget, and also upon changes in the formulas for determining the costs of employee benefits.

Revenue $20,025

The cost to the County of the Work Furlough Program is increased by $20,025 due to a decrease of this amount in anticipated revenue. The decrease is 16%, from $125,200 to $105,175. During 1976, the program experienced a decrease in the amount of money realized from the $4.00 per day fee charged inmates who are employed. This was because of unemployment in general, and the fact that there has been an increase in the proportion of inmates who are preparing for employment, rather than already employed.

General $34,906

Because the estimated number of inmates in the program will remain stable at 130, other increases in the Work Furlough budget can be attributed mainly to inflation in the various Services and Supply accounts.

Budget Hearing

[X] POLICY MATTER (Funds Included)

[ ] POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
237 - Work Furlough	Sheriff

TITLE	AMOUNT
County Funding for the Former "Subsidy" Program	$80,572

DESCRIPTION:

In addition to the regular Work Furlough Program, in 1974-75 the Sheriff's Department ran a special program, subsidized by the Federal government. The program was designed to provide intensive services to inmates of County Jail who have particularly difficult employment problems. When the grant expired in June, 1975, County funding was authorized by the Board of Supervisors for five months in 1975-76. During that period an intensive evaluation of the special program was conducted by the County Administrator's Office. Based upon that evaluation, the County Administrator's Office recommended, and the Board of Supervisors approved, continuation of the program for the balance of 1975-76. Full year's funding of the program is requested for 1976-77.

The cost is as follows:

Salaries and Employee Benefits

	Man-Months	Salary	Cost
Clerk II	12	$ 782	$ 9,384
Dep. Probation Off. II	12	1,481	17,772
Corrections Serv. Off. II	12	1,307	15,684
Deputy Sheriff	12	1,343	16,116
			$58,956
Fringe benefits @ 20%			11,791
			$70,747
Uniform allowance for deputy sheriff			750
			$71,497

Services and Supplies

Under this program, inmates are allowed an amount for transportation, clothing and incidental funds, while they are seeking employment. $9,075 has been requested for this fund based upon the experience of the past one and one-half years.

Total Cost $80,572

	Allowed 1975-76	Trans. from 236	Base 1976-77	Recommend 1976-77	Net Inc/Dec
Salaries and Employee Benefits	$565,201	$59,856	$625,057	$695,175	$70,118
Services and Supplies	194,126	9,075	203,201	230,476	27,275
Fixed Assets	1,620	0	1,620	851	(769)
Total	$760,947	$68,931	$829,878	$926,502	$96,624
Positions	33.00	4.00	37.00	38.00	1.00

Health Care Services Agency

BUDGET UNIT SUMMARY REPORT

FORM 104-B

238 - Medical Services - Detention Facility

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 712,266	$ 980,514	$ 771,282	$ 59,016	8.3
SERVICE & SUPPLIES	555,162	1,138,712	1,038,525	483,363	87.0
OTHER CHARGES					
FIXED ASSETS	2,766	8,282	5,182	2,416	87.3
EXPENDITURE TRANS. & REIMBS.	-1,872	-1,872	0	-(1,872)	-(100.0)
TOTAL EXPENDITURES	$1,268,322	$2,125,636	$1,814,989	$ 546,667	43.9
REVENUE					
NET COUNTY COST	$1,268,322	$2,125,636	$1,814,989	$ 546,667	43.1
MAN-YEARS	41.00	56.00	43.00	2.00	4.9

PERFORMANCE SUMMARY

SHERIFF'S FACILITIES	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Patient Visits (Nurse)	52,336	55,000	55,000	2,664	5.1
Patient Visits (M.D.)	9,472	9,000	9,000	(472)	(5.0)
Patient Visits (Special)*	5,992	6,000	6,000	8	0
Dental Procedures	7,168	7,000	7,000	(168)	(2.3)
PROBATION'S FACILITIES					
Patient Visits (Nurse)	18,200	18,500	18,400	200	1.1
Patient Visits (M.D.)	9,180	10,000	9,500	320	3.5
Patient Visits (Special)*	4,188	4,500	4,400	212	5.1
Dental Procedures	5,948	6,000	6,000	52	0.9

DISCUSSION SUMMARY

* Special includes T.B. testing, OB-Gyn, V.D. screening, blood alcohol drawing, audiology and neurological exams

The Health Care Services Agency provides the prisoners and juvenile detainees housed in the detention facilities operated by the Sheriff and Probation, respectively, with necessary medical, nursing and dental care.

The Medical Services - Detention Facilities budget not only incorporates the County's costs of providing on-site health care services within the various detention facilities, but also the cost of emergency and inpatient care provided to prisoners and juvenile detainees at the County hospitals.

It should be noted that the funding for the expanded mental health screening and evaluation services for criminal justice client referrals which was approved during the current year and placed in this budget was requested for 1976-77. However, it is recommended, and the Agency concurs, that this program be incorporated in a mental health budget (i.e., #442 - Mental Health Services - South Region) for ease of identification with other mental health programs.

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. Funding of a Public Health Nurse to provide needed specialized services (Ob-Gyn, pregnancy testing, family planning, counseling, etc.) to female prisoners at Santa Rita. Position is currently filled in lieu of a Staff Nurse II. The latter's fillling is needed to restore basic nursing coverage at Santa Rita. The additional cost will be offset by a conversion of 7 public health nurses in the districts to staff nurses at a savings of $2,500 each or $17,500.	1.0	17,232
2. Additional Staff Nurse II to provide a regular half-time position to the Probation Center on a regular rather than an intermittent two-hour-a-day basis (an average of 30 juveniles are being detained longer, 3-5 days rather than overnight at the Center). The other "half-time" would be used to provide basic relief coverage at Juvenile Hall.	1.0	15,036
3. Miscellaneous position reclassifications approved during the current year		3,636
4. Adjustments in differential, overtime and salary savings based on a projection of current experience		7,925

SALARIES AND EMPLOYEE BENEFITS (cont.)	Man Years	Amount	
5. Increased employee benefits based on current experience, additional staff and higher rates		$ 15,187	
Subtotal	2.0		$ 59,016
SERVICES AND SUPPLIES			
6. Substantial increase in charges from $300,740 to $740,000 by the County Hospitals for medical/surgical services provided to prisoners and juvenile detainees based on a projection of current cost and usage experience plus a 5% inflation factor. This increase is offset by a corresponding decrease in the County Hospitals' recommended net budgets. (See analysis of account #3411 for details).		439,260	
7. Initiation of charges by Fairmont Hospital for administrative services (required by the new Hospital Disclosure Act). This added cost is offset by a corresponding decrease in the hospital's net budget		21,045	
8. Increase in pharmaceutical supply expenses from $36,190 to $53,000 based on a projection of current year's cost and usage experience plus a 10% inflation factor		16,810	
9. Miscellaneous increases and decreases in all other categories of expense based on current experience projection, estimated inflationary impact, and changing program requirements		6,248	
Subtotal			$483,363
FIXED ASSETS			
10. Replacement medical, nursing and dental equipment for the Santa Rita Clinic areas		2,175	

FIXED ASSETS (cont.)	Man Years	Amount	
11. Additional and replacement medical, nursing and office equipment and furnishings for the Juvenile Institution's clinic areas		$ 3,007	
Total Fixed Assets Recommended			$ 5,182
Less Current Year Allowed			(2,766)
Total Fixed Assets			$ 2,416
CREDITS			
12. Elimination of the minimal charges to the Sheriff's Department for badge physicals, as an unnecessary accounting procedure			-(1,872)
Total Expenditures			$546,667

BUDGET HIGHLIGHTS

ACTIVITY	MAN YEARS	AMOUNT
Increased Charges by the County Hospitals		$ 439,260

A major computer error which had omitted inpatient charges was corrected in June 1975 and actual charges by the County Hospitals for emergency, clinic and inpatient medical/surgical care provided to prisoners and juvenile detainees totaled $728,298. The 1975-76 appropriation for these charges was only $300,740 based on a projection of the 1974-75 experience after eight months (which excluded the inpatient charges). The current year's projected expenditure experience is $704,034, based on a straight line projection of the first six months' experience of $352,017. The 1976-77 recommended amount of $740,000 is based on a projection of the current year's experience plus a 5% inflation factor for cost and usage contingencies. This increased cost is fully offset by comparable reductions in the County Hospitals' operating budgets since they are treated as "Credits" to the latter.

Additional Nursing Staffing	2.0	$ 32,268

The funding of a Public Health Nurse who provides specialized services to the female prisoners at Santa Rita is recommended at $17,232. The position is currently filled in lieu of and at the expense of a Staff Nurse II position. The latter's "restoration" is needed to provide basic past position nursing coverage throughout the Santa Rita complex. The specialized services performed by the Public Health Nurse include Ob-Gyn, pregnancy testing, family planning counseling, etc. to the approximately 100 female prisoners. It should also be noted that this added cost will be offset by a conversion of 7 public health nurses to staff nurses in the Agency's district budgets ($2,500 savings X 7 = $17,500).

An additional Staff Nurse II at $15,036 is recommended for the Juvenile Institutions nursing complement. This will increase the nursing staff from 7.5 to 8.5 and will allow the assignment of a half-time nurse on a regular basis to the downtown Probation Center instead of intermittent and erratic coverage there. In addition, the other half will be used to provide more adequate relief coverage at the Juvenile Institutions clinic areas.

Increased Supply Costs	$ 21,120

Increases of $16,810 and $4,310 in pharmaceutical and medical supply expenses, respectively are based on a projection of current cost and usage experience plus the estimated impact of inflation in 1976-77.

ACTIVITY	MAN YEARS	AMOUNT
New Cost Factors		$ 28,111

The initiation of charges by Fairmont Hospital for administrative support services totaling $21,045, and the inclusion of this budget's pro-rata share of malpractice insurance, $7,066 are new expense items for 1976-77. These increases are offset by corresponding decreases in the Fairmont Hospital and Insurance budgets, respectively.

Increased Employee Benefit Costs		$ 15,502

Increases recommended in various employee benefit costs such as retirement, FICA and health insurance contributions total $15,502, and are based on the additional employees recommended, higher rates anticipated, and current year's experience.

240 - Probation Officer

BUDGET UNIT SUMMARY REPORT

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 924,966	$ 962,985	$ 951,336	$ 26,370	2.9
SERVICE & SUPPLIES	289,180	252,916	250,296	(-38,884)	(-13.4)
OTHER CHARGES					
FIXED ASSETS	2,620	4,250	4,250	1,630	62.2
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$1,216,766	$1,220,151	$1,205,882	$(-10,884)	(- .9)
REVENUE	0	1,464	0	0	0
NET COUNTY COST	$1,216,766	$1,218,687	$1,205,882	$(-10,884)	(- .9)
MAN-YEARS	63.0	66.0	65.0	2.0	3.2%

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Not Applicable					

DISCUSSION SUMMARY

This budget contains the administration of the Probation Department. In addition to the Chief Probation Officer and his support staff, the bulk of the budget is for administrative services consisting of:

- Management Analysis
- Clerical and stenographic support
- Personnel services
- Accounting/Statistical budget control
- Grants management and revenue coordination

The department's Training Officer, Delinquency Prevention Officer, and Probation Field Services Director are also included in this budget unit.

SUMMARY OF CHANGES

Recommended changes totalling $(-10,884) are summarized as follows:

SALARIES AND EMPLOYEE BENEFITS	Man Years	Amount	
1. One position of Staff Services Assistant was reclassified mid-year to Systems and Procedures Analyst to improve the Department's computer network		$ 1,608	
2. One additional position of Clerk II is recommended for the Information Services Section due to the increased demand for, and complexity of, computer information	1.0	9,384	
3. One additional Steno II is recommended for the Departmental Personnel Officer who has been without any stenographic support	1.0	9,912	
4. One position of Storekeeper I has been reclassified mid-year to Supervising Clerk I to more accurately reflect the duties of the incumbent		(- 984)	
5. The position of Training Officer has been reclassified back to a Senior DPO (with a 5% differential) in order to make future recruitment for the position easier		(-2,580)	
6. Salary savings stayed at 5.6% but increased from $45,204 to $46,178 due to new personnel		(- 974)	
7. Fringe benefits increased $9,956 (6%) due to additional personnel		9,956	
8. Errors in various salaries corrected during 1975-76		48	
Subtotal	2.0		$ 26,370

SERVICES AND SUPPLIES	Man Years	Amount	
8. Office expenses increased $32,548 from $10,100 to $42,648 due to increased postage rates and the consolidation of the Adult and Juvenile Division's postage in this account		$ 32,548	
9. Data Processing Services dropped from $30,881 to 0 in this budget since the charges are budgeted in the Adult, Pre-Trial, and Juvenile Divisions		(-30,881)	
10. Rents and leases of Equipment decreased from $98,817 to $59,731 due to the completion of a dictation equipment purchase plan ($7,312) and the transfer of Data Processing charges to other Probation budgets ($41,121). Rental of the copy machine increased $9,007		(-39,086)	
11. Miscellaneous increases caused mainly by inflation		(- 1,465)	
Subtotal			$(-38,884)
Fixed Assets			
12. $4,250 is recommended in this account, up $1,630 from the $2,620 budgeted in 1975-76. New modular bins in the mailroom and increased case storage requirements in the Closed Files section are the major purchases			$ 1,630
Total Changes Recommended	2.0		$(-10,884)

BUDGET HIGHLIGHTS

ACTIVITY	MAN YEARS	AMOUNT
Administration	2.0	$ 26,370

The general administration services of the Probation Department increased two positions over last year's 63.0 at a cost of $26,370 (including benefits). One position is for a Clerk II in Information Services who is needed to handle the increased demand for, and complexity of, computer information. The other position is for a Stenographer II to assist the Departmental Personnel Officer, who was transferred from the Human Resources Agency in July, 1975, but has not had any stenographic support.

Data Processing Services		$(72,002)

Data Processing Services decreased $30,881 and Rents and Leases of computer equipment dropped $41,121 since the charges for them have been budgeted in the Adult, Juvenile and Pre-Trial budgets

General		$ 34,748

General increases of $34,748 included $32,548 in Office Expense due to increased postage rates and the consoldiation of the Adult and Juvenile Division's postage in this budget. Miscellaneous increases totaled $2,200.

Total	2.0	$(10,884)

BUDGET UNIT SUMMARY REPORT

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 982,230	$1,165,423	$1,172,923	$ 190,693	19.4
SERVICE & SUPPLIES	110,143	134,230	132,145	22,002	20.0
OTHER CHARGES	1,000	1,000	1,000	0	0
FIXED ASSETS	0	4,710	4,710	4,710	100.0
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$1,093,373	$1,305,363	$1,310,778	$ 217,405	19.9
REVENUE	$1,024,922	$1,305,363	$1,310,778	$ 285,856	27.9
NET COUNTY COST	68,451	0	0	(- 68,451)	(-100)
MAN-YEARS	54.0	64.0	64.0	10.0	18.5

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
BOYS' INTENSIVE SUPERVISION	9,397	9,396	9,840	443	4.7
GIRLS' INTENSIVE SUPERVISION	61	60	61	0	0
MALE INTENSIVE SUPERVISION	6,022	7,020	7,000	978	16.2
FEMALE INTENSIVE SUPERVISION	1,062	1,176	1,100	38	3.6

DISCUSSION SUMMARY

This budget unit contains both adult and juvenile intensive supervision units in addition to a Vocational Services Specialist responsible for job-finding. The State funds the entire cost of the unit by giving the County money for having reduced commitments to State penal institutions. The workers each carry a reduced caseload and the probationeers are those requiring more extensive casework.

SUMMARY OF CHANGES

Recommended changes totalling $(-68,451) are summarized as follows:

SALARIES AND EMPLOYEE BENEFITS	Man Years	Amount	
1. Creation of new adult unit of 10 people (an 18.5% increase over the 54 positions approved in 1975-6) in October 1975 increases Salaries and Wages $153,860 (18.6%) from $828,940 to $982,800	10.0	$ 153,860	
2. Fringe Benefits increased from $153,290 to $190,123 (a 24% increase) due to new unit		36,833	
Subtotal	10.0		$ 190,693
SERVICES AND SUPPLIES			
3. Miscellaneous increases of $22,002 are recommended due to additional unit and inflation. 1975-76 budget was $110,143, and 1976-77 recommendation is $132,145, a 20% increase			22,002
FIXED ASSETS			
4. This budget unit had no fixed assets in 1975-76. This year, $4,710 will be needed to outfit the new unit and replace some old equipment			4,710
Recommended Gross Increase			$ 217,405
REVENUE			
5. Revenue is increased by $285,856 to $1,310,778 to completely offset appropriations. This is a 27.9% increase over the $1,024,922 budgeted in 1975-76 and is due to a decrease in the number of cases committed to State institutions from Alameda County			$(-285,856)
Recommended Total Net Change	10.0		$(- 68,451)

BUDGET HIGHLIGHTS

ACTIVITY	MAN YEARS	AMOUNT
Juvenile Supervision	0	0

The Juvenile Supervision program has remained relatively stable in the past year with the caseload increasing slightly from 9,458 to an anticipated 9,901. There have been no additional staff or major purchases.

Adult Supervision	10.0	$ 212,695

The Adult Supervision program was increased 10 man-years in October, 1975 when it became apparent that decreased commitments to State institutions from Alameda County would result in an increased amount of revenue. The new unit will help to handle the anticipated caseload increase of 1,016 (from 7,084 to 8,100) and will cost $153,860 in salaries and $36,833 in employee benefits. The $22,002 increase in Services and Supplies is due to the addition of this new unit and to inflation.

General	0	$(281,146)

Revenue received from the State is anticipated to completely offset all appropriations ($1,310,778). This is an increase of $285,856 over last year's budget of $1,024,922. Revenues received but not expended may be carried over into the next fiscal year. Also, Fixed Assets increased from $0 to $4,710 to provide equipment and furniture for the section.

Total	10.0	$(68,451)

BUDGET UNIT SUMMARY REPORT

FORM 104-6

242 - Juvenile Hall

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 2,195,874	$ 2,209,189	$2,165,214	$ (30,660)	1.0
SERVICE & SUPPLIES	857,183	1,025,886	980,935	123,752	14.0
OTHER CHARGES					
FIXED ASSETS	3,826	6,239	4,500	674	17.0
EXPENDITURE TRANS. & REIMBS.	(19,611)	-0-	-0-	19,611	
TOTAL EXPENDITURES	$ 3,037,272	$ 3,241,314	$3,150,649	$ 113,377	4.0
REVENUE	$ 117,720	$ 136,260	$ 131,900	14,180	12.0
NET COUNTY COST	2,919,552	3,105,054	3,018,749	99,197	3.0
MAN-YEARS	159.70	154.85	150	(9.70)	(6.0)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Probation Center ADA	27	27	26	(1)	(3.7)
WETA ADA	63	80	80	17	26
Juvenile Hall - Girls' Unit ADA	56	56	57	1	1.7
Juvenile Hall - Boys' Unit ADA	150	178	162	12	8.0
Pre-Placement ADA	30.5	34	34	3.5	11
Intake	9,232	9,693	9,693	461	4.9

DISCUSSION SUMMARY

There are seven components in the Juvenile Hall Budget #242.

1) The Administration is slated to effectively and efficiently administer the overall Juvenile Hall facility, program and personnel within the limits of the budget and in conformance with legal and administrative standards.

2) The Weekend Training Academy provides a weekend of contructive work oriented activities for court ordered youths as an alternative to detention in Juvenile Hall. This component has seen a sharp rise in ADA (from 63 to 80) due to the increased frequency of girls being assigned to WETA.

3) The Girls Unit of Juvenile Hall provides secure, safe, and positive 24 hour care, and constructive individual and group activites for a projected ADA of 57 girls.

4) The Boys Unit of Juvenile Hall provides the same as above only for a projected ADA of 162 male detainees.

5) The Probation Center Boys Unit provides safe and secure intake and 24 hour care for boys referred from North County areas until their detention hearing. They projected an ADA of 26.

6) The Intake Unit provides efficient and accurate intake and accounting of youths entering Juvenile Hall.

7) The Pre-Placement Unit provides group meetings and special activities for detainees in Juvenile Hall who are awaiting placement into a foster home.

Summary of Changes

SALARIES AND EMPLOYEE BENEFITS	Man-Years	Amount
1. Due to the ADA increase in WETA from 63 (1975-76) to 80 (1976-77), an additional Clerk II position was authorized to aid in processing information on assigned youths to the courts. As the position will be aiding in the processing of time-keeping reports, it will be budgeted in Administration - Juvenile Hall.	1.0	$ 9,384
2. In line with the Food Reorganization Plan, the following man-years were deleted: 2 kitchen helpers; 3 food service workers; 9 cooks; 1.06 man-years cooks (part-time); 1 supervising cook; and 1 first cook.	(16.07)	(168,037)
3. Due to the ADA increase from 63 to 80 at WETA, 2 additional half-time Group Counselor I's were added; as well as 130 Intermittent shifts to keep the staff/youth ratio to 1/10.	1.5	17,406
4. Due to the consistent high count level in the Boys' unit, Unit IV has been staffed on a half-time basis to provide the continuity that intermittents cannot provide with the following positions: 1 half-time Night Group Supervisor; 7 half-time GCI's; and 1 half-time GCII.	4.58	56,985
5. With the half-time staffing of Unit IV, the 182 high count intermittent shifts allotted last year were not needed. These were deleted.	(.71)	(6,006)

SALARIES AND EMPLOYEE BENEFITS (Contd)	Man-Years	Amount	
6. Salary savings remained the same (10.91%) based on actual experience, but the total amount actually decreased from $215,286 to $204,721 due to the transfer of those positions in the Food Reorganization Plan.		$ 10,565	
7. Differentials increased from $35,872 to $37,296, due to additional positions working night shifts.		1,424	
8. Overtime increased from $91,344 to $125,352 due to the PJI Memo of Understanding requiring an additional 15 minutes of pay to all positions required to work during their lunch period.		34,008	
9. Overall benefits increased from $310,652 to $324,263, primarily due to an increase in Retirement Benefits.		13,611	
Subtotal	9.70		$(30,660)
SERVICES AND SUPPLIES			
10. Clothing and personal supplies increased from $24,549 to $30,497. This increase is based on actual experience and a 10% inflationary factor.		$ 5,948	
11. Household expense decreased from $29,915 to $18,030. This is due to three things: transfer of $6,065 to the food account; one time only purchase of drapes at $1,100; and actual experience savings of $5,000.		(11,885)	
12. The food account increased from $190,712 to $327,148 which includes 10% for cost inflation, increased ADA, and in line with the overall Food Reorganization Plan.		136,436	
13. Communications decreased from $96,181 to $70,010. This figure is based on actual experience for the last 12 months.		(26,171)	

SERVICES AND SUPPLIES (Cont'd)	Man-Years	Amount	
14. Rents and Leases - Equipment increased from $-0- to $7,546. Last year $4,164 was budgeted in the Transportation account for WETA transportation. Those buses are beyond repair and will not be operable for 1976-77. The current figure is the rental cost from the Castro Valley School District including all servicing.		$ 3,382	
15. Miscellaneous		16,042	
Subtotal			$123,752
FIXED ASSETS			
16. Fixed Assets increased from $3,826 to $4,500 for miscellaneous equipment purchases.		674	
Subtotal			$ 674
	Total		$ 87,160
EXPENDITURES, TRANSFERS, AND REIMB.			
17. Expenditures, transfers and reimbursements of $19,611 were deleted this year due to the Food Reorganization Plan. This was the amount charged to Snedigar Cottage and has been transferred to Budget 249, Juvenile Institutions Division.		19,611	
Subtotal			$ 19,611
Gross			$106,771
REVENUE			
18. Revenue increased from $117,720 to $131,900 based on the following:			
Milk Program: $58,700			
Care of Court Wards: 73,000			
Other revenue: 200		$(14,180)	
Subtotal			$(14,180)
Total Expenditures			$ 99,197

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Food Reorganization	(16.07)	$ (22,028)

The juvenile institutions food services reorganization plan calls for the centralization of all food services, including kitchen staff, into one budget. Juvenile Hall will be charged $327,152 based on a formula (detailed p. 242:52) that encompasses all the costs of food preparation and delivery (e.g. food, labor, supplies and transportation per ADA of 245 per 365 days per year).

The $327,152 breaks down as follows:

	1975-76	1976-77	Change
Food:	$190,712	$185,914	$(4,798)
Labor:	168,037	133,331	(34,706)
Supplies:	6,065	6,617	552
Transportation:	3,973	1,286	(2,687)
Total:	$368,787	$327,148	$(41,639)

As this cost includes labor, the Juvenile Hall kitchen staff ($168,037) has been deleted from this account and transferred to Budget 249, Juvenile Institutions Division.
The decrease of ($41,639) is due to a decrease in ADA as well as the food reorganization plan itself which is spreading costs previously charged only to Juvenile Hall to all of the institutions. This decrease is offset by increases in other budgets. Note: even with an increase in ADA, the total amount for food decreased.
Prior to the food service reorganization plan, Snedigar Cottage paid $19,611 to Juvenile Hall in Expenditures, Transfers, and Reimbursements for food services. As this amount will now be paid to Budget 249, the $19,611 has been deleted.

	($41,639)
	19,611
Total	($22,028)

WETA	2.5	$ 30,172

The weekend Training Academy has seen a sharp rise in ADA from 63 (1975-76) to a projected 80 (1976-77). This increase is due primarily to the increased number of girls being assigned to WETA by the Juvenile Court. Since the youths in this program are organized into small work details, it is necessary to maintain a youth/staff ratio of 1 to 10.

ACTIVITY	MAN-YEARS	AMOUNT
WETA (Cont'd)		

Therefore, the following staff additions were made:

2 Group Counselors I(half-time)	1.0	$13,116
130 Intermittent shifts	.5	4,290
Clerk II (budgeted in administration)	1.0	9,384
Total:	2.5	$26,790

The additional Clerk II position was needed due to the large increase in paperwork generated by the increase in ADA.

In the past, four buses were used to transport the WETA youth, at a cost of $4,164 (75-76) or $6,580 (76-77). However, these buses are in very poor repair and cannot be used for the next year. As there are no replacement buses available, the $6,580 fee is not actually a possibility. Therefore, WETA has arranged to lease 4 buses from the Castro Valley Unified School District for $7,546 (includes all servicing) or an increase cost of $3,382.

Personnel	$26,790
Transportation +	3,382
Total	$30,172

Boys' Unit - Juvenile Hall	3.87	$50,333

Juvenile Hall has five units which house the male detainees: Unit A, B, C, D and Unit IV. Unit IV was closed in 1973-74 due to a decrease in ADA for that year. It is the policy to open and use Unit IV whenever the Boys' Unit population exceeds 150. With a 75-76 ADA of 150, Unit IV was given 182 Int. shifts to cover those days of ADA greater than 150. With a projected ADA of 162, Unit IV will be frequently open. To provide the additional safety and supervision afforded by permanent staff (rather than intermittents), half-time staffing for Unit IV has been added with the following positions:

1 Half-Time Night Group Supervisor	.58	$ 6,620
6 Half-Time Group Counselor I's	3.50	42,627
1 Half-Time Group Counselor II	.5	7,092
	4.58	56,339

182 intermittent shifts had been added last year for the staffing of Unit IV on "High Count" days. With the half-time staffing of Unit IV, these positions were deleted.

	4.58	56,339
182 Intermittent Shifts	(.71)	(6,006)
TOTAL:	3.87	50,333

Overtime	0	$34,008

Overtime increased from $91,344 to $125,352. This additional $34,008 is appropriated for staff unable to have a free on-duty one-half hour meal period, per the PJI Memo of Understanding.

ACTIVITY	MAN-YEARS	AMOUNT
Revenue	0	$ (14,180)

Revenue increased from $117,720 to $131,900 based on actual experience and increased ADA. Revenue is generated in three areas:

Milk Program:	$ 58,700
Care of Court Wards:	73,000
Sale of kitchen grease:	200
Total:	$131,900

BUDGET UNIT SUMMARY REPOR

FORM 104-B

243 - ADULT PROBATION

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	3,568,750	3,789,088	3,650,463	81,713	2.3
SERVICE & SUPPLIES	644,701	749,341	735,587	90,886	14.1
OTHER CHARGES					
FIXED ASSETS	18,000	18,421	18,000	0	0
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	4,231,451	4,556,850	4,404,050	172,599	16.8
REVENUE	654,225	593,000	680,000	25,775	3.9
NET COUNTY COST	3,577,226	3,963,850	3,724,050	146,824	4.1
MAN-YEARS	211.33	222.33	208.50	(-2.83)	(-1.3)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Adult Investigations	12,250	12,636	11,256	(-994)	(-8)
Adult Supervision	122,292	129,000	124,200	1,908	1.6

DISCUSSION SUMMARY

This budget unit contains the staff required to investigate adult criminal cases and to make recommendations for their disposition, to supervise adults sentenced to probationary status, and to provide various courtesies to other jurisdictions relative to probationeers from other counties or states.

SUMMARY OF CHANGES

Total changes of $146,824 are summarized as follows:

	Man-Years	Amount	
SALARIES & WAGES			
1. Due to the increasing amount of time spent in court by Adult Court Officers (DPO II's), one additional position (there are currently 5) is recommended.	1.0	$ 17,772	
2. Workload decreases in adult investigations will result in a net decrease of DPO I and 1 DPO II positions.	(-4.0)	(-66,156)	
3. Fringe Benefits have increased $104,672 (21%) from $497,210 to $601,882. Increases were in Health ($81,730), Retirement ($15,473), FICA ($9,021), and Other Benefits decreased ($-1,552).		104,672	
4. Salary savings have been decreased from $182,180 (5.6%) to $160,425 (5.0%) to reflect decreased staff turnover.		21,755	
5. Increase 2 months (.17 man-years) Section Supervisor due to transfer from Juvenile Division	.17	3,670	
Sub-total	(-2.83)		$ 81,713
SERVICES & SUPPLIES			
6. Office expenses will decrease $22,783 from $42,000 to $19,217 due to transfer of postage to budget #240 ($9,719) and transfer of Central Services charges to Reprographics account.		(-22,783)	
7. Pharmaceuticals have increased $7,191 from $12,000 to $19,191 due to increased usage of the department's E.M.I.T. drug testing machine. This increase is partially offset by a decrease in the amount spent for private laboratory services.		7,191	

SERVICES & SUPPLIES (Contd.)

8.	Communications account increased $24,912 from $50,059 to $74,971 based on actual experience and big increase in the cost of telegrams ($5,760).	$ 24,912	
9.	Data Processing charges increased $58,686 from $154,410 to $213,096 based on DPC charging system.	58,686	
10.	Central Collections charges have increased $15,248 from $78,548 to $93,796 due to increasing number of Probation accounts and revised charging system.	15,248	
11.	Miscellaneous increases due mainly to inflation.	7,632	
	Sub-total		$ 90,886

FIXED ASSETS

12.	Fixed Assets remained at $18,000. The slight decrease in staff is offset by inflationary increases.		
	Sub-total		0
	Recommended Gross Increase	(-2.83)	$172,599

REVENUE

13.	Revenue is expected to increase $25,775 from $654,225 to $680,000. Even though fines collected in Superior Court ($110,000 in 75-76) will be transferred to the Juvenile Division, fines as a condition of probation are expected to increase $140,000 from the $540,000 budgeted last year.		(-25,775)
	Total Recommended Change	(-2.83)	$146,824

BUDGET HIGHLIGHTS

ACTIVITY	MAN YEARS	AMOUNT
Investigations	(4.0)	$(66,156)

The Adult investigations caseload is expected to decline by 994 cases from 12,250 to 11,256. This will result in the decrease of three DPO I's and one DPO II position at a savings of $66,156 (this does not include benefits).

Supervision	0	$(25,775)

The Adult supervision caseload is expected to remain fairly constant, increasing only 1,908 cases from 122,292 to 124,200. The increase would have been greater had not the additional Intensive Supervision Unit been opened in October, 1975 to handle adult cases. Revenues collected by the Department are expected to increase $25,775 from $654,225 to $680,000.

Court Services	1.0	$ 17,772

Currently there are five Court Officer positions in this Division who represent the Probation Department's cases in court. They had been staffed under the concept of their each spending 23% of their time in court and the rest on a regular investigation caseload. A recent time study now shows that they have been spending 30% of their time in court due to lengthier proceedings and increased probation revocation hearings. This will necessitate that there be one additional DPO II Court Officer in the Division.

Employee Benefits	$ 104,672

Employee benefits increased $104,672 (21%) from $497,210 to $601,882 in spite of the decrease of 2.83 man years. The major portion of this is in health benefits which increased $81,730 due to miscalculations made last year in computing the required amount and in projecting the participation rate. It is estimated that $108,011 will be spent for health benefits in 1975-76, but only $33,072 was budgeted.

Retirement increased $15,473, F.I.C.A. increased $9,021 and Other Benefits decreased $1,552 to make up the total increase.

Data Processing Services	$ 58,686

Data Processing services are expected to increase $58,686 from $154,410 to $213,096 in 1976-77. Of this increase, $102,600 is due to maintenance and to the processing fees which have been revised to reflect the DPC reorganization and the fact that the charges for the rents and leases of the Data Processing equipment were transferred from the #240 budget to this one. Charges for CORPUS have dropped $12,522 and charges for overhead have dropped by $31,392. There have been no major changes in the Adult Probation data processing system.

BUDGET HIGHLIGHTS

ACTIVITY	MAN YEARS	AMOUNT
General	.17	$ 57,625

Major general increases are in Communications ($24,912) and Central Collections ($15,248) due to increased rates caused by inflation and revised charging systems. Also, .17 man years of Section Supervisor time was transferred from the Juvenile Probation budget to Adult.

Total	(2.83)	$146,824

ADULT

	1975-76 Budget	1976-77 Request	1976-77 Recommend	Increase/ Decrease
Clerk I/II	2.00	2.00	2.00	0.00
Spec. Clerk	1.50	1.50	1.50	0.00
Stenographer	34.00	37.00	34.00	0.00
Secretary I	2.00	2.00	2.00	0.00
Secretary II	1.00	1.00	1.00	0.00
Sup. Secretary I	4.00	4.00	4.00	0.00
Division Dir.	1.00	1.00	1.00	0.00
Section Sup.	3.83	3.83	4.00	.17
Probation Aide	9.00	9.00	9.00	0.00
DPO I	95.00	101.00	92.00	(-3.00)
DPO II	39.00	40.00	39.00	0.00
Senior DPO	18.00	19.00	18.00	0.00
Lab Helper II	1.00	1.00	1.00	0.00
	211.33	222.33	208.50	(-2.83)

ADULT

Budget 1975-76

	Yardstick	Designated	Total
DPO I	87	8	95
DPO II	32	7	39
P.A.	9	0	9
Subtotal	128	15	143 ÷ 8 = 17.8 or 18
Yd. Senior			18
Total			161

ADULT

Recommend 1976-77

	Yardstick	Designated	Total
DPO I	84	8	92
DPO II	31	8	39
P.A.	9	0	9
Subtotal	124	16	140 ÷ 8 = 17.5 or 18
Yd. Senior			18
Total			158

ADULT - YARDSTICKS

ardstick	Category	1975-76 Budget	1975-76 Act/Est	1976-77 Request	1976-77 Recommend	Increase/ Decrease
150	Male Supervision	8,550/57.00	8,550/ 5.70	9,041/60.27	8,683/57.89	.89
150	Female Supervision	1,641/10.94	1,593/10.62	1,709/11.39	1,667/11.11	.17
150	Total Supervision	10,191/67.94	10,143/67.62	10,750/71.67	10,350/69.00	1.06
17	Male Investigation	876/51.53	818/48.12	908/53.41	805/47.35	(-4.18)
17	Female Investigation	145/ 8.53	137/ 8.06	145/ 8.53	133/ 7.83	(-.70)
17	Total Investigation	1,021/60.06	955/56.18	1,053/61.94	938/55.18	(-4.88)
	Subtotal	128.00	123.80	133.61	124.18	(-3.82)
	Designated					
	Santa Rita (I) (II)	2.00	2.00	2.00	2.00	0.00
	RES Investigation (I)	1.00	1.00	1.00	1.00	0.00
	RES Supervision (I)	1.00	1.00	1.00	1.00	0.00
	Civil Maintenance (I)	2.00	2.00	2.00	2.00	0.00
	Inter-State Compact (I)	1.00	1.00	1.00	1.00	0.00
	Correspondence/Courtesy (I)	2.00	2.00	2.00	2.00	0.00
	Volunteer Bureau (II)	1.00	1.00	1.00	1.00	0.00
	Court Officers (II)	5.00	5.00	6.00	6.00	1.00
	Subtotal	15.00	15.00	16.00	16.00	1.00
	Total DPO I/II/P.A.	143.00	139.00	150.00	140.00	(-3.00)

SUMMARY

P.A.	9.00	9.00	9.00	9.00	0.00
DPO I	95.00	92.00	101.00	92.00	(-3.00)
DPO II	39.00	38.00	40.00	39.00	0.00
Seniors	18.00	18.00	19.00	18.00	0.00
	161.00	157.00	169.00	158.00	(-3.00)

BUDGET UNIT SUMMARY REPORT

FORM 104-6

245 - Probation - Boys' Camp

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 350,627	$ 330,460	$ 331,289	$ (19,338)	(5.5)
SERVICE & SUPPLIES	94,623	143,751	133,826	39,203	41.0
OTHER CHARGES					
FIXED ASSETS	350	876	876	526	150.0
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 445,600	$ 475,087	$ 465,991	$ 20,391	5.0
REVENUE	$-103,817	$-106,840	$ -98,350	$ -(5,467)	(5.2)
NET COUNTY COST	341,783	368,247	367,641	25,858	8.0
MAN-YEARS	21.43	19.51	19.51	(1.92)	(9.0)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Residential Program ADA	43	46	42	(1)	(2.3)
Day School Program ADA	15	15	15	0	0
Total	58	61	57	(1)	(1.7)

DISCUSSION SUMMARY

Chabot ranch operates two programs for boys ages 11-15 committed by the juvenile court. These include their residential treatment program (ADA 42) and a daytime school program including two meals (ADA 15).

The residential program provides 24 hour care, 3 meals a day, schooling, and counseling in a secure and supervised setting. The slight decrease in ADA for this component will require no change in staff and no major changes in Services and Supplies.

The Daytime School Program provides schooling and two meals for 15 youths. The criteria for entrance into this program is that the youth have spent one satisfactory month in the regular residential program and display the ability to independently attend the Chabot Ranch school. The youths attend from 8:30 a.m. to 2:30 p.m., with certain youths remaining until 3:30 p.m. for one hour of group counseling. There has been no change in ADA as the program has a fixed enrollment of 15.

The overall ADA at Boys' Camp expects a slight decrease from an ADA of 58 (1975-76) to 57 (1076-77). However, due to a new court policy of restricting off-camp releases for youths committed to Chabot with serious offenses, Chabot actually expects a higher week-end ADA than the last budgeted year.

An additional 20 Group Counselor Intermittent hours have been allowed to aid Chabot in reaching their desired training requirements.

Two cook positions have been transferred to Budget 249 as part of the juvenile institution wide food reorganization plan. The plan centralizes all meal preparation for the hill in one budget. Chabot is then charged back for these costs under Services and Supplies - Food. This plan is better detailed in Budget 249.

SUMMARY OF CHANGES

The increase of $25,858 may be summarized as follows:

SALARIES AND EMPLOYEE BENEFITS	Man Years	Amount
1. Two positions (cook; first cook) were transferred to Budget 249 as part of the institution wide food reorganization process.	(2.0)	$ (22,944)
2. Due to training requirements, 20 GCi shifts have been added, increasing the number of GCi shifts from 831 to 851.	.076	660
3. Overtime was increased from $12,159 to $16,987 to pay for the additional 15 minutes of pay per shift for persons required to work during their lunch shift, as agreed to in the PJI Memo of Understanding, July 1975.	0	4,828
4. There was an overall decrease in all benefits from $49,958 to $47,397. This decrease is due to the transfer of the two cooks positions.	0	(2,561)
5. Salary Savings remained the same (3.05%), but due to the transfer of the two cook positions, the amount decreased from 8,905 to 8,226. (Based on actual experience)		679
Subtotal	(1.92)	$(19,3
SERVICES AND SUPPLIES		
6. Food increased from $25,445 to $61,500 due to the institution wide reorganization. The cost of the salaries of the two cooks positions has been transferred here (22,284). The remaining increased amount is constituted by transfers from Household Supplies ($876) and a 10% cost of living increase.		$36,055

SERVICES AND SUPPLIES (Cont)	Man Years	Amount	
7. Household expense, includes a one-time only cost of replacing kitchen drapes ($655) though the overall budget shows a decrease from $5,536 to $5,238 due to the food transfer.		$ (298)	
8. Maintenance of Structures was incorrectly transferred into another account and has been transferred back.		2,442	
9. Telephone cost is based on actual usage including 5% increase. The overall decrease from $5,024 to $2,161 is attributed to the impact of the Centre system.		(2,863)	
10. Transportation - Motor Vehicle increase from $4,181 to $7,072 is due to the new system of charges from GSA.		2,891	
11. Miscellaneous based on actual experience and a 10% inflation factor where applicable.		976	
Subtotal			$ 39,203
FIXED ASSETS			
12. Fixed assets increased from $350 to $876. This increase includes the one-time only expense of a washer and dryer ($586), the cost of which has been equalized by a commensurate decrease in clothing allowance and laundry costs.		526	
Subtotal			$ 526
REVENUE			
13. Revenue decreased from $103,817 to $98,350 due to a decrease in ADA from 61 (1975-76) to 57 (1976-77) and based on the following formula:		(5,467)	

(State fee) (ADA) (Per Mo.)

Boys Maintenance: $95 x 57 x 12 = 65,000
Milk Program and Care for Court Wards 33,350
98,350

REVENUE (Contd)	Man Years	Amount
13.		
Subtotal		$ (5,467)
Total Recommended Change		$ 25,858

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Food Reorganization	(-2.0)	$ 12,228

The Juvenile Institution food services reorganization plan calls for the centralization of all food services, including kitchen staff, into one budget. Chabot Ranch will be charged $61,500 based on a formula (detailed pg. 245:29) that encompasses all the costs of food preparation and delivery (e.g. food, labor, supplies and transportation per Residential ADA of 42/Day Care ADA of 15 per 365 days per year).

The $61,500 cost breaks down as follows:

	1975-76	1976-77	Change
Food:	$25,445	$34,918	$ 9,473
Labor:	22,944	25,070	2,126
Supplies:	876	1,260	384
Transportation:	0	245	245
Total:	$49,265	$61,493	$12,228

As this cost includes labor, the Chabot Ranch kitchen staff has been deleted from this budget and transferred to Budget 249.

The increase of $12,228 is due to increase cost of food, increase cost of supplies and cost for delivery. The remainder of the increase is offset by decreases in other budgets.

Training .076 $ 660

The Probation Department has mandated this year that all deputy probation officers must complete the required core training courses within the designated two-year period. Intermittent shifts for training are the first depleted when other urgent needs arise. Since this will no longer be possible with the new training enforcement, 20 intermittent shifts have been added.

Overtime 0 $ 4,828

Overtime increased from $12,150 to $16,987 to cover the additional cost of paying staff unable to have a free on-duty lunch period, per the PJI memo of understanding.

Revenue (5,467)

Revenue decreased from $103,817 to $98,350 primarily due to the decrease in ADA. Revenue is generated in three areas and based on the following formulas:

ACTIVITY	MAN-YEARS						AMOUNT
Revenue (cont'd)							
	(State Fee)		(ADA)		(# of Mo.)		
Boys' Maintenance (State Aid):	95	x	57	x	12	=	65,000
Milk Program:							18,350
Care of Court Wards:							15,000
					Total		98,350

BUDGET UNIT SUMMARY REPORT

Probation - Senior Boys' Camp - 246

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 429,204	$ 409,529	$ 411,492	$ (-17,712)	(-4.1)
SERVICE & SUPPLIES	144,643	211,825	207,385	62,742	43.0
OTHER CHARGES					
FIXED ASSETS	2,740	3,438	3,000	260	9.4
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 576,587	$ 624,792	$ 621,877	$ 45,290	7.8
REVENUE	$ 116,394	$ 153,190	$ 150,180	$ -33,786	29.0
NET COUNTY COST	460,193	471,602	471,697	11,504	2.4
MAN-YEARS	25.4	22.67	22.90	(-2.5)	(-9.8)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Residential ADA	74	88	90	16	21

DISCUSSION SUMMARY

Senior Boys' Camp provides 24 hour residential care to delinquent youths age 16-18 who have been committed to the camp by the juvenile court.

The camp has experienced a significant rise in its ADA from 74 (75-76) to 90 (76-77). The situation has been compounded on weekends when many boys are usually released home by a policy issued by the juvenile court now restricting home visits for any youth committed for assaultive or other serious offenses.

Due to this increase in ADA, 2 positions have been added: one Group Counselor II, and one Night Group Supervisor. The number of GC intermittent shifts have been reduced accordingly, as the continuity of one staff position and its effect on the overall program is preferable.

Three (3) cook positions have been deleted and transferred to Budget 249 in line with the institution wide Food reorganization plan. This is further detailed in Budget 249.

SUMMARY OF CHANGES

The increase of $11,504 may be summarized as follows:

SALARIES AND EMPLOYEE BENEFITS	Man Years	Amount
1. Deletion of 3 cooks positions (2 cooks; 1 first cook) as they are transferred to Budget 249 as part of the food reorganization plan.	(-3.0)	$ (-33,888)
2. Addition of one Group Counselor II due to an increase in ADA from 74 to 90. This will decrease the staff to youth ratio from 1 on 30 to 1 on 22 and provide counselor continuity, an important element in maintaining control.	1.0	14,184
3. Deletion of 152 Group Counselor Intermittent shifts. Last year, 204 GCI shifts were provided for high count days. In adding the GCII position, these were no longer needed. However, 52 of the 204 were needed to provide post staffing relief, so only 152 were deleted.	(-.58)	(-5,016)
4. Added on Night Group Supervisor due to ADA increase from 74 to 90. As an intermittent is required for high count nights of 85 or more, the continuity of one person is preferred to intermittent usage. As some youths are home on week-ends, the position is a 5 day non-post relief position.	1.0	7,944
5. 261 Group Counselor Intermittent shifts were deleted as they were no longer necessary with the addition of the Night Group Supervisor.	(-1.0)	(-8,613)
6. Addition of 21 Group Counselor Intermittent shifts for training needs.	.08	693
7. Salary savings, due to actual experience remained the same (2.64%). The total amount, however, decreased from 9,420 to 8,588 due to a reduction in staff (transfer of cooks).	-0-	652

SALARIES AND EMPLOYEES BENEFITS (Contd)	Man Years	Amount	
8. Overtime increased from $12,430 to $18,875 due to the PJI Memo of Understanding paying additional 15 minutes to all positions worked during their lunch period.	-0-	$ 6,445	
9. Benefits decreased slightly from $61,176 to $61,063 due to reduction in staff.		(-113)	
Subtotal	(-2.5)		$(-17,712)
SERVICES AND SUPPLIES			
10. Laundry costs increase from $8,198 to $9,952 due to an increase in the price per pound from 14 to 17¢ changed by Fairmont Laundry service, and an increase in poundage due to increased ADA.		1,754	
11. Food costs increased from $66,444 to $120,180 due to the food reorganization plan. This increase includes the cost of the 3 cooks as well as those costs previously listed under Household supplies. This increase also includes an ADA increase from 74 to 90, as well as a 10% cost of living increase.		53,736	
12. Maintenance of Structures and Grounds was incorrectly transferred to another account and is being transferred back. The increase is due to a change in BMD charges.		3,360	
13. Maintenance of Electronic Equipment decreased from $2,826 to $777 due to a transfer to another account of two items, Remote Control and Base Station to,Budget 242 and reduction in cost estimates from GSA.		(-2,049)	
14. Transportation - Motor Vehicle increased from $6,271 to $9,425 due to a revision in the GSA charge formula.		3,154	

SALARIES AND EMPLOYEES BENEFITS (Cont)	Man Years	Amount	
15. Miscellaneous increases due to inflation or based on the previous years experience.		$ 2,787	
Subtotal			$ 62,742
FIXED ASSETS			
16. Increased from $2,740 to $3,000 for miscellaneous equipment purchases.		260	
Subtotal			$ 260
	TOTAL		$ 45,290
REVENUE			
17. Increase in Revenue from $116,394 to $150,180 due to increased ADA from 74 to 90--based on following formula:		33,786	
(ADA) (Per Mo.) Boys maintenance: $95 x 90 x 12 = $102,600			
Milk program; Care for Court Wards ; Residence Rental Fee 47,580			
$150,180			
Subtotal			$ -33,786
Net County Increased Cost			$ 11,504

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Food Reorganization	(3.0)	$18,856

The Juvenile Institution food services reorganization plan calls for the centralization of all food services, including kitchen staff, into one budget. Sr. Boys' Camp will be charged $120,180 based on a formula (detailed page 246:34) that encompasses all the costs of food preparation and delivery (e.g. Food, labor, supplies, and transportation per ADA of 90, per 365 days per year).

The $120,180 breaks down as follows:

	1975-76	1976-77	Change
Food:	$ 66,444	$ 68,295	$ 1,851
Labor:	33,888	48,979	15,091
Supplies:	1,280	2,431	1,151
Transportation:	0	473	473
	$101,612	$120,178	$18,566

As this cost includes labor, the Sr. Boys' Camp kitchen staff $(33,888) has been deleted from this budget and transferred to Budget 249.

The increase of $18,566 is due to increase in ADA, increase cost of food, increase cost of supplies, and cost of transportation. The remainder of this increase is offset by decreases in other budgets.

Day Activities/After Schools Hours	.42	9,168

Due to the projected rise in ADA from 74 to 90, an additional Group Counselor II position was allocated.

There are presently four staff on duty during after schools hours (2 pm - 10 pm). As one staff needs to keep office hours, there would be only 3 staff per the 90 detainees, or a 1 to 30 ratio. The addition of this position will reduce the ratio to 1 to 22, and furthermore in being a regular position (rather than intermittent shifts) will provide necessary continuity for optimal safety and supervision. The 152 intermittent shifts that were allocated last year to cover this peak-time period have correspondingly been deleted.

ACTIVITY	MAN-YEARS	AMOUNT
Night Activities		(669)

Senior Boys Camp maintains an ADA of 85 as the demarkation for "High Count." At this point, another staff person is called to aid the Night Group Supervisor during the 10 to 8 am shift. With the projected rise in ADA to 90 this year, Senior Boys Camp would constantly be in a state of "High Count". Therefore, for the increased safety and supervision provided by the continuity of one person filling a position (as opposed to using intermittents), one Night Group Supervisor shift has been added. As some youths are released for weekend home visits, this position is a 5-day, non-posted relief position. The 261 intermittent shifts that were used last year to fill this area have been correspondingly deleted.

Training	.08	693

The Probation Department is now requiring all Deputy Probation Officers to complete their core training courseswithin the designated 2-year period. Previously,these intermittent shifts for training were the first depleted for other needs. With this department requirement, this can no longer be done. Therefore, 21 intermittent shifts have been added for training.

Overtime	$ 6,445

Overtime increased from $12,430 to $18,875 to cover the additional cost of paying staff unable to have a free on-duty lunch period, per the PJI memo of understanding.

Revenue	33,786

Revenue increased from $116,394 to $150,180 primarily due to the increase in ADA. Revenue is generated in four areas and based on the following formulas:

	(State Fee)	(Per Mo.) (ADA)	(# of Mo.)	
Rent of Senior Camp Residence:	105 x	12	=	1,260
Boys' Maintenance (State Aid):	95 x	90 x	12	= 102,600
Care of Court Wards:	30,600			
Milk Program:	15,720			

PROBATION DEPARTMENT

BUDGET UNIT SUMMARY REPORT

FORM 104-6

247 - LAS VISTAS HOME

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 590,843	$ 605,944	$ 612,291	$ 21,448	3.6
SERVICE & SUPPLIES	141,013	181,445	175,523	34,510	2.4
OTHER CHARGES					
FIXED ASSETS	1,863	2,245	1,995	132	7.0
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 733,719	$ 789,634	$ 789,809	$ 56,090	7.6
REVENUE	91,560	94,920	94,920	3,360	3.6
NET COUNTY COST	$ 642,159	$ 694,714	$ 694,889	$ 52,730	8.2
MAN-YEARS	36.63	37.44	37.59	.96	2.6

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Intensive Treatment Unit ADA	17	17	18	1	5.8
Las Vistas ADA	41	41	40	(1)	(2.4)
TOTAL	58	58	58	0	0

DISCUSSION SUMMARY

The Las Vistas budget is composed of two separate operating units: 1) The Intensive Treatment Unit, which provides diagnostic testing over a three-month period to court ordered youth referrals; and (2) the co-educational residential program of Las Vistas for youths placed by the court.

The overall ADA of Las Vistas has remained constant this year at 58 (18 ITU; 40 LV).

The major increase is reflected in Salaries and Employee Benefits. Las Vistas was under-budgeted 199 intermittent shifts regarding post staff requirement; therefore, 199 shifts were added. An additional 82 shifts were added to make possible compliance with required department training standards. Thirty-one shifts for holiday overtime were deleted, bringing the total number of additional intermittent shifts to 250.

The Overtime account was under-budgeted last year in that the PJI Memo of Understanding requiring an additional 15 minutes of pay for all positions required to work during the lunch period was not settled until

after the budget had been finalized.

The change in the Meal Service Plan is described in Budget 249, Juvenile Institutions Division.

The remaining increases are small, reflecting either a 10% inflation factor or costs based on the past years actual experience.

SUMMARY OF CHANGES

The increase of $52,730 may be summarized as follows:

SALARIES AND EMPLOYEE BENEFITS	Man-Years	Amount	
1) The major increase is reflected in Salaries and Employee Benefits. Las Vistas was underbudgeted 199 intermittent shifts regarding post staffing requirements; therefore, 199 shifts were added for training (bringing the number of intermittent shifts for training to 162). Thirty-one (31) shifts were deleted for holiday overtime that was one-time usage only. Thus, a total of 250 intermittent shifts were added bringing the total from 1,034 (75-76) to 1,284 (76-7). 1,034 (75-76 intermittent shifts) 199 (post staffing) 82 (training) + (31) (holiday overtime) 1,284	.96	$ 8,250	
2) Salary Savings remained the same (5.00%) based on actual experience, but the amount increased slightly from $25,033 to $25,446 due to the additional recommended shifts.		(-413)	
3) Overtime was increased from $18,920 to $28,293 due to the PJI memo of understanding paying an additional 15 minutes to all positions required to work during their lunch period.		9,373	
4) There was an increase in all Employee Benefits from $84,571 to $88,809.		4,238	
Sub-Total Salaries and Employee Benefits	.96		$21,448
SERVICES AND SUPPLIES			
1) Household expenses decreased from $8,120 to $6,293 due to a transfer to Account 3091 for the Food Reorganization Plan.		(-1,827)	
2) Food increased from $44,420 to $77,448 due to a 10% inflationary factor and due to the Food Reorganization Plan.		33,028	

SERVICES AND SUPPLIES (Cont'd)	Man-Years	Amount
3) Transportation - Motor Vehicle increased from $820 to $2,460. This increase includes replacing the assinged car with an assigned van ($1,810). (Las Vistas previously had free load use of the Snedigar van, but this is no longer possible due to program changes at Snedigar; and an increase from $410 to $650 based on actual experience).		$ 1,640
4) Special Departmental Expenses increased from $3,744 to $4,780 due to a 10% cost-of-living increase and a $300 straight sub-account transfer		$ 1,036
5) Miscellaneous		633
Sub-Total Services & Supplies		$ 34,510
FIXED ASSETS		
6) Fixed Assets increased from $1,863 to $1,995 for miscellaneous equipment purchases.		132
Sub-Total Fixed Assets		132
Total		$ 56,090
REVENUE		
7) Revenue increased from $91,560 to $94,920 per the following formulas:		3,360
(ADA per Mo) Girls' Maintenance: $95 x 58 x 12 = $66,120		
Milk program and Care of Court Wards = 28,800		
$94,920		
Sub-Total Revenue		3,360
Total Change Recommended		$ 52,730

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Food Reorganization	0	$ 30,799

The juvenile institution food services reorganization plan calls for the centralization of all food servics, including kitchen staff, into one budget. Las Vistas will be charged $77,448 based on a formula (detailed p. 247:37) that encompasses all the costs of food preparation and delivery (e.g. Food, labor, supplies and transportation per ADA of 58, per 365 days per year).
The $77,448 breaks down as follows:

	75 - 76	76 - 77	Change
Food:	$44,420	$44,012	$(408)
Labor:	0	31,564	31,564
Supplies:	2,228	1,566	(662)
Transportation:	0	305	305
	46,648	$77,447	$30,799

In the past, Las Vistas food was prepared by the Juvenile Hall kitchen and Las Vistas paid only for the actual food stuffs. For the first time this year, Las Vistas is also being charged for the labor involved in preparing the food. Therefore, the increase of $30,799 is due to the additional cost of labor, the additional cost of transportation and an increased cost of food and supplies.

Intermittent Usage	.96	$ 8,250

250 Group Counselor Intermittent shifts were added to Las Vistas for 1976-77. This increased the 1,034 shifts of 1975-76 to 1,284 for 1976-77. The breakdown of these 250 shifts is as follows:

199	(to correct post staffing)
82	(training)
(31)	(deleted for non repeat holiday overtime usage)
250	

Overtime	0	$ 9,373

Overtime increased from $18,920 to $28,293 to cover the additional cost of paying staff unable to have a free on-duty lunch period per the PJI Memo of Understanding.

Revenue	0	$ 3,360

Revenue increased from $91,560 to $94,920 based on actual experience. Revenue is generated in three areas and based on the following formulas:

	(State Fee)	(ADA)	(No. of Mo.)	
Girls' Maintenance (State Aid):	95 x	58 x	12 =	66,120
Milk Program:				9,600
Care of Court Wards:				19,200
TOTAL				94,920

BUDGET UNIT SUMMARY REPORT

248 - Juvenile Probation

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 3,199,327	$ 3,676,719	$ 3,022,190	$ (177,137)	(5.5)
SERVICE & SUPPLIES	755,380	943,561	927,842	172,462	22.8
OTHER CHARGES					
FIXED ASSETS	17,000	41,136	20,000	3,000	17.6
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 3,971,707	$ 4,661,416	$ 3,970,032	$ (1,675)	(.1)
REVENUE	224,300	181,970	182,580	(-41,720)	(-18.6)
NET COUNTY COST	$ 3,747,407	$ 4,479,446	$ 3,787,452	$ 40,045	1.1
MAN-YEARS	188.17	218.22	174.55	(-13.62)	(7.2)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	Department Budget	DEPARTMENT Request	CAO ESTIMATE	INCREASE (DECREASE)	%
Supervision	1,134	1,507	1,415	281	24.8
Investigation	1,173	1,174	1,035	(-138)	(-11.8)
Placement	347	357	360	13	3.7
Custody Investigation	54	58	50	(-4)	(-7.4)
Custody Supervision	357	361	355	(-2)	(-1.0)

DISCUSSION SUMMARY

This budget unit consists of the following:

- Juvenile Investigations: These officers investigate the circumstances surrounding specific alleged criminal acts and the backgrounds of the accused juveniles and make recommendations to the Juvenile Court or refer the juvenile to an appropriate community resource.

- Juvenile Supervision: This section supervises juveniles referred to the Probation Department by the Court as a term of their sentence.

- Placement: Court Wards who are in need of foster homes are placed and supervised by these deputies.

- Custody Investigations: Whenever a matter pertaining to the custody of a child is referred to the Court, these Deputies investigate the circumstances and recommend a solution.

- Custody Supervision: These Deputies provide continuous supervision of children who are under custody orders of the Court.

DISCUSSION SUMMARY (contd)

- Supportive Services: This unit contains the various supportive staff for the Division. Drug School Services, Traffic Hearing Officers, and the Juvenile Court Officers are all in this unit.

- Family Crisis Intervention: F.C.I. was budgeted in this Division in 1975-76, but for 1976-77 they will be budgeted along with the new Status Offender grant in Budget #257.

SUMMARY OF CHANGES

Total changes of $40,045 are summarized as follows:

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. The Department requested mid-year downgrading of 4 Senior DPO Court Officers to DPO II's in order to equate this function with similar DPO II positions in the Adult Divsion. The savings is $138.50 per position per month.	-	$ (6,648)
2. The Department requested mid-year downgrading of 2 Night Intake Senior DPO's to DPO II's in order to more accurately reflect the duties of the position. The savings is $138.50 per position per month.	-	(3,324)
3. One position of Assistant Volunteer Coordinator at the Probation Technician level is recommended, in order to allow the Volunteer Coorinator in the Adult Division to expand the program Department-wide.	1.0	11,907
4. One position of Custody Court Officer (DPO II) is recommended to assist the Superior Court in screening requests for custody investigations. This has helped to decrease the custody workoad.	1.0	17,772
5. One position of Foster Home Recruiter (DPO II) is being transferred from the Social Services Agency to Probation (where it was until 1974) to develop foster home resources for court ward placement.	1.0	17,772
6. Although yardstick cases decreased by 6 positions from the 1975-76 justified level of 101, the freezing of 8 positions last year (pending a yardstick study) has resulted in the increase of 2 positions (one Probation Technician and one DPO II).	2.0	29,680

SALARIES & EMPLOYEE BENEFITS	Man-Years	Amount	
7. The increase of two yardstick and two designated positions results in one additional Steno II for clerical assistance (the division currently has 30.5).	1.0	$ 9,913	
8. Decrease of 2 months (.17 man-years) of Section Supervisor due to a transfer to the Adult Division.	.17	(3,670)	
9. The entire Family Crisis Intervention Unit (1 head Clerk, 4 Steno II's, 12 DPO I's, 4 DPO II's, and 2 Senior DPO's) will be transferred to Budget #257 along with the Status Offenders grant.	(23.0)	(353,436)	
10. Due to an error, the funds for one Clerk II, one Steno II, and 1,082 hrs. of Traffic Hearing Officer were deleted from last year's budget.	2.55	27,648	
11. One Clerk II is recommended to assist with the 36% increase of record sealing requests.	1.0	9,384	
12. Fringe Benefits increased $56,188 (13%) from $437,059 to $493,247 due to benefit increases. Changes were in Health ($65,614), Retirement ($9,012), FICA ($2,891) and Other Benefits ($2,480).		56,188	
13. Salary Savings remained at 5.6% due to the decreased positions, decreased $13,608 (8.4%) from $162,357 to $148,749.		13,608	
14. Night-shift differential decreased $3,931 from $5,353 to $1,422 due to the transfer of the FCI staff and the downgrading of the night-duty positions.		(3,931)	
	(13.62)		$(177,137)

SERVICES & SUPPLIES	Man-Years	Amount	
15. Central Collections charges increased $85,408 from $188,623 to $274,031 due to an increase in the number of accounts and a revised charging system.		$ 85,408	
16. Data Processing charges increased $62,428 from $123,523 to $185,951 due to increased rates.		62,428	
17. Actual experience shows Communications will need to be increased from $40,051 to $69,895 ($29,814) due mainly to increased phone and telegram rates.		29,814	
18. Transportation, Motor Vehicles decreased $10,757 from $23,527 to $12,872 due to increased use of private cars.		(10,757)	
19. Miscellaneous increases due mainly to inflation.		5,569	
Sub-total			$172,462
FIXED ASSETS			
20. Fixed Assets increased $3,000 from $17,000 to $20,000 due to inflation.			
Sub-total			3,000
Recommended Total Gross Increase	(13.62)		(1,675)
REVENUE			
21. Revenue is expected to drop $41,720 from $224,300 to $182,580. Several probationary fines accounts were overestimated in 1975-76 (actual projection for 1975-76 revenue is $200,300).			
Sub-total			(41,720)
Total Net Change	(13.62)		$ 40,045

BUDGET HIGHLIGHTS

ACTIVITY	MAN YEARS	AMOUNT
Downgraded Positions		$ 9,972

The Probation Department downgraded six Senior DPO positions to DPO IIs mid-year for a savings of $9,972. Four of these positions were Juvenile Court Officers where procedural changes (i.e., the presence of a District Attorney at many of the hearings) and the advantages of equating this function with similar DPO II positions in the Adult Division were the basis for the downgrades.

The two other positions were Night Duty Senior DPOs who screened cases brought to Juvenile Hall at night. The downgrades were done in order to more accurately reflect the duties of the positions.

Yardstick Positions	3.0	$ 39,593

In 1975-76, yardstick caseloads (supervision, investigation, placement and custody) were such that 101 DPO Is, IIs and Probation Technicians were justified by existing yardsticks. However, due to a pending management study all of the positions which were new in 1975-76 (i.e., 8 of the 101) were frozen by the Department. The management study resulted in no increase or decrease of existing staff, and the yardsticks have not been changed for 1976-77.

The caseload projections for 1976-77 show the need for 95 DPO Is, DPO IIs and Technicians. While this is a decrease of 6 from 101 justified last year, it is actually an increase of 2 from the 93 (101 minus 8) which were budgeted. The new positions will be one DPO II ($17,772) and one Probation Technician ($11,908); and one Steno II ($9,913), who is recommended to provide clerical support for these two positions and the other recommended staff.

Supportive Services	4.55	$ 58,024

One Clerk II ($9,912) is recommended in this unit due to the 36% increase in juvenile record sealings. A Probation Technician ($11,904) is recommended to act as an Assistant Volunteer Coordinator (the Volunteer Coordinator is in the Adult Division) in order to expand the citizen volunteer program to juvenile services. Also, .55 man-years of Traffic Hearing Officer ($8,396) which were deleted from last year's budget due to a computer error are included here.

In addition to this, one position of Custody Court Officer (DPO II) is recommended to assist the Court in screening requests for custody investigations in order to decrease the Custody workload, and one Foster Home Recruiter position (DPO II) will be transferred from the Social Services Agency to Probation (where it was until 1974) to develop foster home resources for court ward placements.

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT

These positions will be budgeted in the Custody and the Placement sections, respectively, at a cost of $17,772 each.

F.C.I. (23.0) ($353,436)

The entire Family Crisis Intervention Unit of 23 people (12 DPO I, 4 DPO II, 2 Sr. DPO, 4 Steno II, and one Lead Clerk) were transferred to Budget #257 due to their relationship with the Status Offender grant. Services and Supplies for the unit will remain in this budget unit, however.

General 1.83 $ 96,336

.17 man-years of Section Supervisor ($3,670) were transferred to the Adult Division to accurately reflect actual assignment. Also, one Clerk II and one Steno II which were deleted by computer error last year are included in the budget ($19,296). Fringe Benefits, salary savings, differentials, and overtime increased $65,865 (even with the transfer of F.C.I.) due to an error in Health Benefit computations in 1975-76.

Miscellaneous services and supplies accounts increased $14,845 due mainly to inflation.

Data Processing Services $ 62,428

Data Processing Services increased $62,428 from $123,523 to $185,951. This increase is due to the transfer of the cost of renting and leasing equipment from the #240 budget along with a revision in the method of charging departments for D.P. services.

Central Collections $ 85,408

Central Collections charges increased $85,408 from $188,623 to $274,031 due to an increase in the number of juvenile traffic cases, the complexity of the accounting system for juvenile cases, the presence of Central Collections staff in the Probation Department, and more accurate charges from Central Collections.

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT
Revenue		($41,720)

Revenue is expected to drop $41,720 from $224,300 budgeted in 1975-76 to $182,580. Several probationary fines accounts were over-estimated last year (actual revenue projection for 1975-76 is $200,300.

Total	(13.62)	$40,045

JUVENILE YARDSTICKS

ard-tick	Category	1975-76 Budget	1975-76 Estimate	1976-77 Request	1976-77 Recommend	Increase/ Decrease
110	Boys' Supervision	878/ 7.98	1065/ 9.68	1244/11.31	1089/ 9.90	211/ 1.92
110	Girls' Supervision	256/ 2.33	293/ 2.66	263/ 2.39	326/ 2.96	70/ .63
110	Total Supervision	1134/1031	1358/1234	1507/13.70	1415/12.86	281/ 2.55
17	Boys' Investigation	919/54.05	919/54.01	971/57.12	886/52.12	(33)(1.93)
17	Girls' Investigation	254/14.94	204/12.00	203/11.94	149/ 8.76	(105)(6.18)
	Total Investigation	1173/68.99	1123/66.01	1174/69.06	1035/60.88	(138)(8.11)
45	Placement	347/ 7.71	350/ 7.78	357/ 7.93	360/ 8.00	13 .29
5	Custody Investigation	54/10.88	50/10.0	58/11.6	50/10.00	(4)(.88)
120	Custody Supervision	357/ 2.98	354/ 2.95	361/ 3.01	355/ 2.96	(2)(.02)
	Sub-Total	100.87	99.08	105.3	94.70	(6.12)
	Less Frozen (1975-76)	8.00	8.00	0	0	(8.0)
	Yardstick Positions	93	92	105.3	95	2
	Designated					
Support-	Court Officer (II)	0	0	4	4	4
Support-	Asst. Vol. Coord (P.A.)	0	0	1	1	1
Invest. -	Night Duty (II)	0	0	2	2	2
Custody-	Custody Ct. Officer (II)	0	0	1	1	1
Placmt.-	Foster Home Recruiter (II)	0	0	1	1	1
F.C.I.	(I)[12] (II)[14]	16	16	16	0	(16)
Support -	Drug School (II)	1	1	1	1	0
	Designated Positions	17	17	26	10	(7)
	Sub-Total - DPO I/II/P.T.	110	99	131	105	(5)
	Misc. Seniors					
Support-	Traffic Hearing	3	3	3	3	0
Invst. -	Asst. Sec. Sup. Inv.	1	1	1	1	0
Support -	Court Officers	6	6	2	2	(4)
Invst. -	Night Duty	2	2	0	0	(2)
		12	12	6	6	(6)

JUVENILE -248

BUDGET - 1975-76

	Yardstick	Designated	Total
P.A.	1	0	1
DPO I	69	12	81
DPO II	23	5	28
Sub-Total	93	17	110 ÷ 8= 13.75 or 14
YD Sr		14	
Misc Sr		12	
			26
		TOTAL	136

RECOMMENDED 1976-77

	Yardstick	Designated	Total
P.A.	2	1	3
DPO I	69	0	79
DPO II	24	9	33
	95	10	105
			- 7*
			98 ÷ 8= 12.25 or 12
YD Sr		12	
Misc Sr		6	18
		TOTAL	123

*4 Court Officers, 2 Night Duty, 1 P.A. Volunteer.
These positions are supervised by designated Senior DPO's.

NOTE:

(12.0) DPO I)
(4.0) DPO II) FCI Unit
(2.0) Sr. DPO) Transferred to #257

1.0 Prob. Tech) Yardstick
1.0 DPO II)
1.0 DPO II - Transferred from #350 (Foster Home Recruiter)
1.0 DPO II - Custody Court Officer
1.0 Prob. Tech - Volunteer Assistant
6.0 DPO II)
(6.0) Sr. DPO) - Downgrades

(13.0)

JUVENILE - 248

	1975-76 Budget	New Positions	Transferred From/To Other Departments	1976-77 Recommend	Increase/ Decrease
Clerk II	7	2	0	9	2
Lead Clerk	1	0	(1)	0	(1)
Specialist Clerk	1.5	0	0	1.5	0
Steno II	29.5	2	(4)	27.5	(2)
Secretary I	5	0	0	5	0
Secretary II	1	0	0	1	0
Division Director	1	0	0	1	0
Section Supervisor	3.17	0	(.17)	3	(.17)
DPO I	81	0	(12)	69	(12)
DPO II	28	8	(3)	33	5
Probation Aide	1	2	0	3	2
Sr. DPO	26	(6)	(2)	18	(8)
T.H.O. (Int)	0	.55	0	.55	0
Transportation Worker	3	0	0	3	0
Total	188.17	8.55	(22.17)	174.55	(13.62)

NOTE:

(12.0)	DPO I)
(4.0)	DPO II)
(2.0)	Sr. DPO) F.C.I. Unit
(1.0)	Lead Clerk) Transferred to #257
(4.0)	Steno II)
1.0	DPO II transferred from #350 (Foster Home Recruiter)
(.17)	Section Supervisor - transferred to #243
1.0	DPO II - New Custody Court Officer
1.0	Probation Technician - Volunteer Assistant
1.0	Probation Tech - Yardstick
1.0	Clerk II - Record Sealing
1.0	DPO II - Yardstick
1.0	Steno II - Yardstick
2.55	Clerk II, Steno II, Traffic Hearing Officer, deleted by error.
(13.62)	

BUDGET UNIT SUMMARY REPORT

FORM 104-6

249 - JUVENILE INSTITUTIONS

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 64,918	$321,108	$325,734	$260,816	401
SERVICE & SUPPLIES	388,706	450,371	398,290	9,584	2.0
OTHER CHARGES					
FIXED ASSETS	0	3,034	3,034	3,034	0
EXPENDITURE TRANS. & REIMBS.	(380,139)	(708,172)	(643,698)	(263,559)	(69.0)
TOTAL EXPENDITURES	$ 73,485	$ 66,341	$ 83,360	$ 9,875	13
REVENUE					
NET COUNTY COST	$ 73,485	$ 66,341	$ 83,360	$ 9,875	13
MAN-YEARS	3.0	25.4	25.4	22.4	746

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Number of Meals and Snacks Served (does not include staff meals)	643,391	739,760	704,720	61,329	9.5

DISCUSSION SUMMARY

This budget encompasses two units: administration and food services.

The Director of Juvenile Institutions, Administrative Unit, provides centralized administrative support to the various juvenile institutions of the Probation Department.

The Food Service Unit provides adequate, nutritious and palatable meals and supplements to detainees and authorized staff at the Juvenile facilities. This year will see the complete centralization of all food services, including staff, of the Juvenile facilities. This centralizing, along with renovation and modernization of the main kitchen, will enable the purchasing of bulk quantities resulting in cost savings.

SUMMARY OF CHANGES

The increase of $9,835 may be summarized as follows:

SALARIES AND EMPLOYEE BENEFITS	P-Years	Amount	
1. Salaries and Wages increased from $57,444 to $279,841. This increase represents the transfer or addition of those positions necessary for the Food Reorganization Plan. No changes were made in the previous administrative staff of this Budget. For a detailed breakdown of the Food Reorganization plan, see attached sheet.	22.4	$ 222,397	
2. Overtime increased from $-0- to $5,606 to cover overtime needed for the kitchen personnel.		5,606	
3. Salary Savings decreased from 6.0% to 5.0% based on experience, but the total amount actually increased from $3,447 to $13,992 due to the addition of the food service positions.		(10,545)	
4. Overall benefits increased from $10,921 to $54,279 primarily due to the addition of the positions in the Food Reorganization Plan.		43,358	
Subtotal			$ 260,816
SERVICES AND SUPPLIES			
5. Household expense increased from $40 to $13,106 due to transfers made in line with the Food Reorganization Plan. The increase is offset by reimbursements from the different institutions.		$ 13,066	
6. Food decreased from $376,764 to $365,769. This is due to the greater buying power afforded by the Food Reorganization Plan. This total cost is offset by reimbursement from the institutions.		(10,995)	

SERVICES AND SUPPLIES (Contd)	P-Years	Amount	
7. Office expenses increased from $655 to $2,590 due to 10% inflation or based on the previous year's actual experience. $1,783 is for a one-time only purchase of food service equipment (under $100) in line with the Food Reorganization Plan.		$ 1,935	
8. Transportation - Motor Vehicle increased from $-0- to $2,540. This increase covers the cost of transporting the food from the Central Kitchen to the different facilities. It is offset by reimbursements from the different institutions.		2,540	
9. Miscellaneous		3,038	
Subtotal			$ 9,584
FIXED ASSETS			
10. Fixed assets increased from $-0- to $3,034. This cost covers the one-time only purchase of equipment necessary to the Food Reorganization Plan.		$ 3,034	
Subtotal	Total		$ 3,034
EXPEND., TRANS. & REIMB.			
11. Credit for Interdepartmental services rendered increased from $380,139 to $643,698. The charges composing the $643,698 are detailed on the attached chart.		($263,559)	
Subtotal			($263,559)
Recommended Total Change			$ 9,875

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Food Re-organization	22.4	$ 3,462

The juvenile institutions food services re-organization plan calls for the centralization of all food services, including kitchen staff into one budget. Food preparation and delivery for Chabot Ranch (245), Senior Boys' Camp (246), Las Vistas (247), Juvenile Hall (242) and Snedigar Cottage (353) will now be located in one central kitchen and be completely budgeted to Juvenile Institutions (249). Each institution will then be charged according to a formula covering food, labor and delivery cost based on their own ADA by the Juvenile Institutions (249) budget. This re-organization and centralization of food services has several advantages: (1) Food will now be purchased in bulk quantities affording overall cost savings from 63¢ a meal to 58¢ a meal. (2) Several cook positions were either deleted or downgraded affording a cost savings of $2,472. (3) The kitchen located in Juvenile Hall will be renovated and remodeled due to cost savings generated.

The total cost changes to Budget 249 are as follows:

	1975-76	1976-77	Change
Labor	$ 57,444	$279,841	$ 222,397
Benefits	10,921	54,279	43,358
Overtime	0	5,606	5,606
Salary Savings	(3,447)	(13,992)	(10,545)
Sub-total	64,918	325,734	260,816
Household Supplies	40	13,106	13,066
Food	376,764	365,769	(10,995)
Transportation	0	2,540	2,540
Office Expense	655	2,590	1,935
Fixed Assets	0	3,034	3,034
Sub-total	442,377	712,773	270,396
Credits	(376,654)	(643,698)	(266,934)
Total	$ 65,613	$ 69,075	$ 3,462

The $3,462 represents the amount the 249 budget increased due to this year's food reorganization.

$6747 is the amount total food services costs increased from 1975-76 to 1976-77 ($636,951 to $643,698). This increase is due to overall increase in ADA (466 to 493); 10% inflation for food and supplies; overtime for cooks (never budget before); and increases in benefits.

The attached charts offer additional explanations for the cost changes above.

FOOD RE-ORGANIZATION

Positions Deleted:

	Position	Amount
Sr. Boys: 246	2 cooks	(21,888)
	1 first cook	(12,000)
Chabot: 245	1 cook	(10,944)
	1 first cook	(12,000)
Juvenile Hall: 242	2 kitchen helpers	(17,784)
	3 food service workers	(26,676)
	6 cooks	(65,664)
	2,088 hours cook	(10,669)
	1 supervising cook	(13,356)
Probation Center: 242	2 cooks	(21,888)
	1 first cook	(12,000)
	Total deleted:	$(224,869)

Positions Added:

	Position	Amount
Dir. Juv. Inst.: 249	1 supply clerk	10,008
	3 kitchen helpers	26,676
	10 food service workers	74,100
	8 cooks	87,552
	2,088 hours cook	10,669
	1 supervising cook	13,392
	Total added:	$222,397 *

Total deleted:	$(224,869)
Total added:	222,397 *
Total savings:	(2,472)

$222,397 does not include the cost of Overtime, Benefits, or Salary Savings. $260,816 (rounded to $262,345) is the cost of salaries plus these items. The following chart gives a more detailed explanation.

	1975-1976			1976-1977			
	242, 245, 246 247, 353	249 Administration	Total	249 Administration	Food Re-org.	Total	Change
Salaries	$224,869	$ 57,444	$282,313	$ 57,444	$222,397	$279,841	$ (2,472)
Benefits		10,921				54,279	43,358
Overtime	0	0	0	0	5,606	5,606	5,606
Salary Savings		(3,447)			(13,992)		(10,545)
Total		$ 64,918			$325,734		$260,816

BUDGET UNIT SUMMARY REPORT

#254 - Pre-Trial Services Coordinator

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 57,798	$ 58,236	$ 58,916	$ 1,118	1.9%
SERVICE & SUPPLIES	592,426	75,277	75,277	(517,149)	(87)%
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$650,224	$133,513	$134,193	$(516,031)	(79)%
REVENUE	$106,276	$106,276	$106,276	0	0
NET COUNTY COST	$543,948	$ 27,237	$ 27,917	$(516,031)	(95)%
MAN-YEARS	3.0	3.0	3.0	0	0

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%

DISCUSSION SUMMARY

This budget unit contains funds for the Pre-Trial Services Coordinator, the Administrative Assistant, and the Secretary I. In 1975-76, this budget also included funds for contracts with Community Programs (which totaled $563,329) which was transferred to the Probation Pre-Trial Services budget #255 in 1975-76 and will be budgeted in Community Program Contracts (#256) in 1976-77.

Revenue is received from the Office of Criminal Justice Planning for the second year of the Comprehensive Pre-Trial grant.

SUMMARY OF CHANGES

	MAN-YEARS	AMOUNT	
SALARIES AND EMPLOYEE BENEFITS			
1. Miscellaneous changes in benefits and salary savings totaled $1,118.		$ 1,118	
Subtotal			$ 1,118
SERVICES AND SUPPLIES			
2. Transfer of the contracts with Community Programs to the Probation budget #256 will cause this budget to decrease $563,329.		(563,329)	
3. A contract for an evaluation of the Pre-Trial system (as specified in the Comprehensive Pre-Trial grant) will cost $61,629. $11,629 was appropriated for consultant services in 1975-76.		50,000	
4. Deletion of the Rents and Leases account which was not needed last year will total $4,200		(4,200)	
5. Miscellaneous increases in the budget will total $380.		380	
Subtotal			$ (517,149)
Total Change			$-(516,031)

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
General		$(516,031)

The only major change in this budget unit was the transfer of $563,329 to the Probation Community Program budget #256 for the community-based program contracts, offset by an increase of $61,629 to be used for an evaluation of the Pre-Trial Services system. The first-year evaluation (75-76) was funded under the Pre-Trial grant.

Revenue from the Comprehensive Pre-Trial Services grant remained stable at $106,276.

255 - Pre-Trial Services Division

BUDGET UNIT SUMMARY REPORT

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 694,458	$ 895,043	$ 865,807	$ 171,349	24.7
SERVICE & SUPPLIES	512,830	122,844	120,490	(-392,340)	(- 77.0)
OTHER CHARGES	1,000	1,000	1,000	0	0
FIXED ASSETS	0	7,320	7,320	7,320	0
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 1,208,288	$1,026,207	$ 994,617	$(-213,671)	(- 17.7)
REVENUE	920,276	134,259	134,259	(-786,017)	(- 85.4)
NET COUNTY COST	$ 288,012	$ 891,948	$ 860,358	$ 572,346	98.7
MAN-YEARS	49.03	63.42	58.95	9.92	20.2

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Pre-Arraignment Interviews	9,708	29,546	28,265	18,557	91
Court Services(Courts)	13	16	15	2	15
Follow-Up (Drugs)	2,347	2,400	2,400	53	2.2
Follow-Up (Supervised O.R.)	-	2,400	2,400	2,400	0

DISCUSSION SUMMARY

This budget unit consists of three major components:

Pre-Arraignment - This is the process of interviewing arrestees and verifying information in order for the court to make decisions relative to releasing the person on their Own Recognizance (O.R.).

Court Services - Persons interviewed by the O.R. Interviewer are "represented" in court by a Court Services representative. These are the Division's liaisons with the court on most case matters.

Follow-Up Services - The Drug Unit interviews persons who may be referred to a drug program during the court process. They act as on-going liaison with the drug programs while the clients are there. The Supervised O.R. Unit interviews and supervises arrestees who are deemed unsuitable for straight release but who may qualify for release to a supervised program.

This Division was first created in July 1975, and many of the staffing requirements were based on estimates. Even though procedures are still being refined, the need for additional staff is critical to the operations of this Division, and as such, an increase of 9.92 man-years is recommended in the budget.

SUMMARY OF CHANGES

Recommended changes totalling $572,346 are recommended as follows:

SALARIES AND EMPLOYEE BENEFITS	Man-Years	Amount
1) In the first year of the Pre-Trial Services Division, the number of O.R. interviews increased from 809/mo. to 2,141/mo. One man-year of Pre-Trial Specialist (Intermittent) time is recommended to assist with this workload increase. There are currently 4.15 man-years of Intermittent time in the Pre-Arraignment activity.	1.0	$ 10,220
2) Two additional Clerk II's are recommended in the Pre-Arraignment activity (there are currently 2), due to the increased demands for computer information processing.	2.0	18,768
3) A Deputy District Attorney and 7 months funding of a Steno II were deleted, due to the termination of the grant under which they were funded.	(- 1.58)	(-35,026)
4) Due to the need for supervisory support in the Court Services and Follow-up areas, two Pre-Trial Specialists are recommended to relieve the Senior Pre-Trial Specialists of one-half of their caseloads to allow them time to supervise.	2.0	28,392
5) Four months funding of a Pre-Trial Specialist and 2 months funding of a PTS (Intermittent) are recommended, in order to provide court services to additional courts in Hayward and Fremont.	.5	6,434
6) Three additional Pre-Trial Specialists are recommended in the Follow-Up Unit due to full operation of the Supervised O.R. Program and increases in the time needed to process drug referrals. There are currently 11 P.T. Specialists in the unit.	3.0	42,588

		Man-Years	Amount	
7)	Three additional Clerk II's are recommended for the Follow-Up Unit. There is currently only one Clerk II, and one new one is needed both in the Supervised O.R. Section and the Drug Section to maintain proper clerical tasks. The third Clerk will notify clients of pending court appearances and hopefully decrease the number of court continuances, bench warrants, and Court Services Unit involvement.	3.0	$ 28,152	
8)	Fringe Benefits increased $40,602 (47%) from $86,227 to $126,829, due to the increase of 9.92 man-years. Increases were in Health ($19,318), Retirement ($16,348), F.I.C.A. ($7,896), and Other Benefits ($-2,960).	-	40,602	
9)	Salary savings decreased $27,185 from $65,802 to $38,617 due to a decrease in the staff turnover and an over-estimation of 9.78% in 1975-76. Recommended percentage is 5.0%.	-	27,185	
10)	Overtime has increased from $0 to $1,980 as experience has shown the need for more scheduling flexibility.		1,980	
11)	Differentials increased $2,054 from $1,215 to $3,269 due to the need to work an evening shift of clerks for computer information.	-	2,054	
	Sub-Total - Salaries and Employee Benefits	9.92		$ 171,349
SERVICES AND SUPPLIES				
12)	Professional and Specialized Services decreased $405,428 from $406,428 to $1,000 as the contracts with community programs have been transferred to Budget No. 256.		(-405,428)	
13)	Communications increased $8,516 from $9,988 to $18,504 due to actual experience (projected $20,872 in 1975-76)		8,516	

SERVICES AND SUPPLIES (contd)	Man-Years	Amount	
14) Data Processing charges have increased $14,219 from $25,699 to $39,918, due to revised charges and budgeting of equipment in this account.		$ 14,219	
15) Household Expenses have been deleted since Division is now housed entirely in County buildings.		(- 6,521)	
16) Miscellaneous decreases due to decrease in accounts which were over-estimated in 1975-76.		(- 3,126)	
Sub-Total Services and Supplies			$ (-392,340)
FIXED ASSETS			
17) No fixed assets were budget in this account in 1975-76. New staff will require that $7,320 be appropriated.			7,320
Recommended Gross Total Change			$ (- 213,671)
REVENUE			
18) Anticipated revenue should drop $786,017 from $920,276 to $134,259 when the revenue for the community programs on grants is transferred to #256. Revenue for the Pre-Trial grant itself is expected to increase from $64,442 to $127,194 as more cash flows in.			(-786,017
Recommended Net Change	9.92		$ 572,346

BUDGET HIGHLIGHTS

ACTIVITY	MAN YEARS	AMOUNT
Pre-Arraignment	3.0	$ 28,988

The Pre-Arraignment Unit was staffed in 1975-76 based on the 1974-5 caseload of 809 cases/mo. Experience in 1975-76 makes the projection for 1976-77 2,355 cases/mo. In order to handle this increase, one man-year of Pre-Trial Specialist (Intermittent) time is recommended as are two Clerk II positions to assist in the Information Services section where the complexity and amount of computer processing has created a staffing shortage.

Court Services	1.5	$ 20,630

The Court Services Unit will be providing staff to additional courts in Hayward and Fremont in 1975-6, and, as such, four months of Pre-Trial Specialist and two months of Intermittent time are recommended. Also, one P.T.S. is recommended to relieve the Senior P.T.S. from one-half of his caseload so that supervision will be improved.

Follow-up Services	7.0	$ 84,936

The Drug Unit and the Supervised O.R. Unit caseload is expected to increase from 2,347 to 4,800 in 1976-77. The complexity of these cases has placed a considerable burden on the staff and three Pre-Trial Specialists are recommended to meet this need. One P.T.S. is recommended to provide caseload relief for the Senior P.T.S. to allow for improved supervision. In addition, three Clerk II's are recommended for this unit: one each for Drugs and Supervised O.R. and one to notify defendants of pending court dates in an attempt to reduce the time needed to trace down defaultees.

General	(-1.58)	$ 437,792

One Deputy District Attorney and his part-time secretary have been deleted due to the termination of the grant under which they were funded $(35,026). The additional staff in this Division will cause increases in Benefits ($40,602), Salary Savings ($27,185), Overtime ($1,980) and Differentials ($2,054).

The major changes in this budget unit, however, are the transfers of the contracts with community programs ($405,428) to Budget #256 along with the revenue.

Anticipated revenue losses will total $786,017 due to the termination of the TASC grant and the transfer of the community programs. Only $134,259 is expected in 1975-6.

Miscellaneous increases in Services and Supplies make up the remainder of the changes.

Total	9.92	$ 572,346

PRE-TRIAL

	75-76 Budget	76-77 Act/Est	76-77 Request	76-77 Recommend	Increase/ Decrease
	Man-Years	Man-Years	Man-Years	Man-Years	Man-Years
Pre-Trial Specialists					
Pre-Arraignment	4.5	4.5	5.50	4.5	0
Court Services	6.67	6.67	8.17	8.0	1.33
Follow-up	10.83	10.83	16.83	14.83	4.0
Subtotal	22.00	22.00	30.50	27.33	5.33
Clerk II's					
Pre-Arraignment	2.0	2.0	5.0	4.0	2.0
Court Services	1.0	1.0	1.0	1.0	0
Follow-up	1.0	1.0	3.0	4.0	3.0
Subtotal	4.0	4.0	9.0	9.0	5.0
PTS (Int) - Hours					
Pre-Arraignment	8126 hrs	8126 hrs	11004 hrs	10084 hrs	1958 hrs
Court Services	1253 "	1253 "	1253 "	1579 "	326 "
Follow-up	9123 "	9123 "	9123 "	9123 "	0 "
Subtotal	18502 hrs = 9.45 m/y	18502 hrs = 9.45 m/y	21380 hrs = 10.92 m/y	20786 hrs = 10.62 m/y	2284 hrs = 1.17 m/y
Steno II	2.58	2.58	2	2	(-.58)
Secretary I	1	1	1	1	0
Deputy DA	1	1	0	0	(-1)
Division Director	1	1	1	1	0
Supervising PTS	2	2	2	2	0
Senior PTS	6	6	6	6	0
Subtotal	13.58	13.58	12	12	(-1.58)
TOTAL	49.03	49.03	62.42	58.95	9.92

BUDGET UNIT SUMMARY REPORT
256 - Community Contract Programs

FORM 104-B

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS		$	$	$	-
SERVICE & SUPPLIES		1,219,700	755,050	755,050	
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES		$ 1,219,700	$ 755,050	$ 755,050	
REVENUE		$ 216,842	$ 216,842	$ 216,842	
NET COUNTY COST		1,002,858	538,208	538,208	
MAN-YEARS		0	0	0	

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
OCJP Funded Programs	5	2	2	(3)	
Drug Programs	10	7	7	(3)	
County Funded Programs	2	4	4	2	

DISCUSSION SUMMARY

This budget consists of contracts with community services programs which are funded either through an Office of Criminal Justice Planning grant or with direct County funds through the Probation Department. These programs were budgeted in the Pre-Trial Services budget (#255) in 1975-76 and are separated out this year in order to identify them easier.

The programs each submitted a budget requested to the Probation Department who reviewed them and submitted a request as outlined above.

SUMMARY OF CHANGES

Although this is a new budget unit, and the increase equals the amount of the recommended budget, there was actually $1,189,164 budgeted in the Pre-Trial Services Division budget #255 in 1975-76 (offset by $711,813 in revenue). Since the recommended budget for 1976-77 is $755,050 with $216,842 in revenue, this summary will address the net increase of $60,857.

	Man-Years	Amount
SERVICES AND SUPPLIES		
Appropriations for community programs will drop $434,114 from $1,189,164 to $755,040 due to the recommended termination of O.C.J.P. grants for the Toliver Center ($293,427), the Seventh Step Halfway House ($16,671), and decreases in the Center for Ex-Offenders $(63,087) and Project Intercept ($72,559), as these projects are recommended for County funding. The Eden Short Term Residential facility will receive $19,594 from O.C.J.P. and the Ex-Offenders Skills Bank will have their OCJP grant reduced by $80,167 to $61,100.		
In addition to this, the Court Referral Program will increase its County funding by $56,583, from $80,590 to $137,173, due to a large increase in workload and the Berkeley O.R. project will increase $15,620 from $64,507 to $80,127 for the same reason.		
Drug programs will stay the same at $435,100, although they allocation among the various programs has not been finalized yet.		
Sub-Total		$ (434,114)
Total - Gross Change		$ (434,114)
REVENUE		
Revenue will decrease $494,971 from $711,813 to $216,842 due to the termination of the O.C.J.P. grant funding for the Toliver Center, the Residential Center for Ex-Offenders, the Seventh Step Halfway House, and Project Intercept. Also, $130,000 of the 1975-76 anticipated revenue was for drug programs whose revenue is actually received by the Health Care Services Agency and will be budgeted so in 1976-77.		
Sub-Total		(494,971)
Total Net Change		$ 60,857

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
O.C.J.P. Funded Programs		$ (163,302)

In 1976-77, several O.C.J.P. grants will terminate for programs sponsored by the Probation Department. Toliver Center $(293,427) and Seventh Step Halfway House ($16,671) are not recommended for County funding (they are included as Points of Issue), and the Residential Center for Ex-Offenders $(78,462) and Project Intercept $(79,140) are recommended for County funding and are discussed in that section. The Project Eden Short Term Residential Center will receive $19,594 from O.C.J.P., and the Ex-Offenders Skills Bank will have their grant decreased by $80,167 to $61,100.

Revenue received for these programs is expected to drop $36,971, from $581,813 to $216,842.

Drug Programs		130,000

The allocation for drug programs is recommended to remain the same as 1975-76 at $435,100 to be distributed to various programs based on actual usage of beds. However, in 1975-76 $130,000 in revenue from the State was budgeted in Probation, although the money was actually received by the Health Care Services Agency (due to State law). In 1976-77, this revenue will not be included in the Probation budget.

Other County Programs		94,159

For 1976-77 The Court Referral Program is recommended to increase $56,583 from $80,590 to $137,173 and the Berkeley O.R. Program to increase $15,620 from $64,507 to $80,127. Both increases are due to inflation and increased workload.

Also, several programs which received O.C.J.P. grants in 1975-76 are recommended for County funding in 1976-77. These are the Residential Center for Ex-Offenders $(15,375) and Project Intercept $(6,581).

COMMUNITY PROGRAMS

	1975-76 County	1975-76 OCJP	1975-76 Total	1976-77 County	1976-77 OCJP	1976-77 Total	Increase/ Decrease County	Increase/ Decrease OCJP	Increase/ Decrease Total
Toliver Center		$ 293,427	$ 293,427	$ 0	$	$ 0	$ -	$(293,427)	$ (293,427)
Residential Center for Ex-Offenders		78,462	78,462	15,375		15,375	15,375	(78,462)	(63,087)
Halfway House		16,671	16,671	0		0		(16,671)	(16,671)
Eden Short Term		0	0		19,594	19,594	0	19,594	19,594
Project Intercept		79,140	79,140	6,581		6,581	6,581	(79,140)	(72,559)
Skills Bank		141,267	141,267		61,100	61,100		(80,167)	(80,167)
Court Referral	80,590		80,590	137,173		137,173	56,583		56,583
Berkeley O.R.	64,507		64,507	80,127		80,127	15,620		15,620
Drug Programs	435,100		435,100	435,100		435,100	0		0
TOTAL GROSS	580,197	608,967	1,189,164	674,356	80,694	755,050	97,159	(528,273)	(434,114)
Revenue	130,000	581,813	711,813	0	216,842	216,842	(130,000)	*(364,971)	(494,971)
TOTAL NET	$ 450,197	$ 27,154	$ 477,351	$ 674,356	$ (136,148)	$538,208	$ 227,159	$(163,302)	$ 60,857

*Transferred to Health Care

Budget Hearing

☐ POLICY MATTER (Funds Included)

☒ POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
#256 - Community Contract Programs	PROBATION

TITLE	AMOUNT
Residential Center (Halfway House) - Seventh Step	$128,950

DESCRIPTION:

The Residential Center (Halfway House) - Seventh Step has requested that the County assume funding for their project in the amount of $128,950 now that their grant from the Office of Criminal Justice Planning has expired.

The program has not accepted an offer for the County to pay a per diem rate for County placements only, and would like to present their entire budget to the Board as a Point of Issue.

Budget Hearing

[ ] POLICY MATTER (Funds Included)

[X] POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
#256 - Community Contract Programs	PROBATION

TITLE	AMOUNT
Toliver Center	$304,800

DESCRIPTION:

The Toliver Community Center has requested that the County assume funding for their project in the amount of $304,800 now that their grant from the Office of Criminal Justice Planning has expired.

Funds are not recommended for the Toliver Center, since a recent O.C.J.P. evaluation of the project was less than favorable and revealed that Alameda County refers only 10% of the clients Toliver serves (the Oakland Police and schools refer the majority).

Budget Hearing

☐ POLICY MATTER (Funds Included)

☒ POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
#256 - Community Contract Programs	PROBATION

TITLE	AMOUNT
Narcotics Education League	$16,000

DESCRIPTION:

The recommended 1976-77 budget for Community Contract Programs includes $435,100 for drug programs, of which $100,000 is for N.E.L. This figure is based on 20 available beds at $5,000/year (the maximum Federally-recommended level).

N.E.L. has indicated that due to increases in their operating budget, they will need $116,000 in 1976-77, and, since this is above the maximum amount recommended for Federally funded programs, the $16,000 is being presented to the Board as a Point of Issue.

BUDGET UNIT SUMMARY REPORT

#257 - Status Offender

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	0	$ 711,351	$ 700,275	$ 700,275	
SERVICE & SUPPLIES	0	603,598	603,002	603,002	
OTHER CHARGES	0	0	0	0	
FIXED ASSETS	0	10,730	10,730	0	
EXPENDITURE TRANS, & REIMBS.	0	0	0	0	
TOTAL EXPENDITURES	0	$1,325,679	$1,314,007	$1,314,007	
REVENUE	0	$ 798,925	$ 798,925	$ 798,925	
NET COUNTY COST	0	$ 526,754	$ 515,082	$ 515,082	
MAN-YEARS	0	39.5	39.5	39.5	

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
F.C.I. Contacts		2,063	2,063		

DISCUSSION SUMMARY

This budget unit contains funds for the new OCJP Deinstitutionalization of Status Offenders Grant and the Family Crisis Intervention Unit (formerly budgeted in Juvenile Probation #248). The grant is a two-year, $1.6 million award aimed at providing alternatives to the incar-certaion of juveniles arrested for violation of "status offenses" (Section #601 of the W & I Code); those acts which are not considered "criminal," such as runaways, truants, incorrigibles.

The bulk of the grant money will go towards developing foster homes, group homes, and temporary placement facilities in addition to augmenting community counseling programs which provide counseling as an alternative to arrest. Funds are also going to be used to develop a Youth Service Center in the East Oakland area where community programs are needed.

SUMMARY OF CHANGES

Changes totalling $515,082 are summarized as follows:

	MAN-YEARS	AMOUNT	
SALARIES AND EMPLOYEE BENEFITS	16.53	$240,048	
1. Staff for the grant portion of this budget unit include one Administrative Services Assistant I, two Clerk IIs, one Specialist Clerk, one Steno II, one Secretary I, one Section Supervisor, three Deputy Probation Officers I, five Deputy Probation Officers II, and 1.53 Transportation Workers.			
2. Staff for the Family Crisis Intervention Unit have been transferred to this budget from the Juvenile Probation budget #248. They include one Lead Clerk, four Steno IIs, twelve Deputy Probation Officers I, four Deputy Probation Officers II, and two Senior Deputy Probation Officers.	23.0	$353,436	
3. Salary savings of 2% totals $11,870		$(11,870)	
4. Differentials for night-shift pay for the evening operations of the FCI program total $8,053 ($5,634 for FCI and $2,419 for the grant).		$ 8,053	
5. Benefits for the entire budget unit total $110,608 ($64,520 for FCI and $46,088 for the grant).		$110,608	
Sub-total	39.53		$700,275
SERVICES AND SUPPLIES			
6. Professional and Specialized Services totals $255,812 for contracts with a proposed East Oakland Youth Services Center ($85,000), contracts to augment the staff of existing Youth Service Centers ($140,000), money for referrals to community counseling programs ($20,000), staff training ($6,078), and foster parent training ($4,734).		$255,812	

SERVICES AND SUPPLIES (cont'd)	MAN-YEARS	AMOUNT	
7. Special Departmental Expenses will total $283,108. $176,320 of this is for two six-bed group homes to substitute for Juvenile Hall for the placement of Status Offenders. $67,788 is for temporary emergency foster home placements for youths to be placed in the community, and $39,000 will be needed for long-term foster home placements.		$283,108	
8. The only County General Fund expense in Services and Supplies is $14,504 for transportation expenses beyond the $6,883 allowed in the grant.		$ 14,504	
9. Miscellaneous operating expenses total $49,578.		$ 49,578	
Sub-total			$603,002
FIXED ASSETS			
10. Fixed Assets will total $10,730 for equipment for the grant staff.		$ 10,730	
Sub-total			$ 10,730
Total Gross increase			$1,314,007
REVENUE			
11. The Status Offender Grant is 90% Federally reimbursed. The actual anticipated cash revenue for 1976-77 is $798,925 (grant expenditures total $882,982).		$(798,925)	
Sub-total			$(798,925)
TOTAL NET INCREASE			$515,082

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Community Contracts (Counseling and Placement)		$528,108

The Deinstitutionalization of Status Offenders grant provides $528,108 for contracts with community programs to provide placement and counseling services for youths referred by the police, Probation, or parents. $283,108 is for the placement of youths in two Group Homes ($176,320), temporary foster homes ($67,788), and long-term placements ($39,000). $245,000 is for counseling services at a proposed East Oakland Youth Service Center ($85,000), existing Youth Service Centers ($140,000), or community counseling facilities ($20,000).

Grant Program	16.53	$354,874

The remainder of the money in the Status Offenders grant is for staff and supplies for the administration and the line staff which acts as liaison personnel and as augmentation to the current FCI staff.

Grant Revenue

The Status Offender grant is 90% federally reimbursed, and as such, $798,925 in cash revenue is anticipated in 1976-77.

Family Crisis Intervention Program	23.0	$431,025

The Family Crisis Intervention Unit is being transferred into this budget from the Juvenile Probation budget #248, due to its close relationship with the Status Offender grant. Services and Supplies for the unit will be budgeted in the Juvenile budget until adjustments can be made at a later date. The costs are for salaries and benefits ($416,521) and transportation not covered by the grant ($14,504).

BUDGET UNIT SUMMARY REPORT

FORM 104-6

#264 - State Correctional Schools

FINANCIAL SUMMARY

DESCRIPTION	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES	$54,000	$54,000	$54,000	0	
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$54,000	$54,000	$54,000	0	
REVENUE	14,500	9,200	9,200	(5,300)	
NET COUNTY COST	39,500	44,800	44,800	5,300	
MAN-YEARS					

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Average number of cases under care	180	180	180	0	

DISCUSSION SUMMARY

This budget contains funds necessary to pay the State for the cost of educating youths placed in State Correctional Institutions. Revenue is received from the parents who are able to reimburse the County.

The County pays $25/mo. for each youth maintained in a Youth Authority institution or placed in a foster home under supervision of the State Youth Authority.

BUDGET UNIT SUMMARY REPORT

FORM 104-6

265 - AGRICULTURAL COMMISSIONER

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 444,013	$ 453,228	$ 455,778	$ 11,765	2.6%
SERVICE & SUPPLIES	56,277	78,006	77,927	21,650	38.5
OTHER CHARGES	0	0	0	0	-
FIXED ASSETS	1,921	2,205	2,205	284	14.8
EXPENDITURE TRANS. & REIMBS.	0	0	0	0	-
TOTAL EXPENDITURES	$ 502,211	$ 533,439	$ 535,910	$ 33,699	6.7%
REVENUE	63,975	77,110	77,270	13,295	20.8
NET COUNTY COST	438,236	456,329	458,640	20,404	4.6
MAN-YEARS	25.83	25.83	25.83	-	-

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Pest Management (Acres Treated)	162,000	170,000	170,000	8,000	4.9
Pesticide Use Enforcement (Inspections)	1,175	1,200	1,200	25	2.1
Apiary Inspections	1,400	800	800	(- 600)	(-75.0)
Seed, Nursery, Fruit & Vegetable & Egg Inspections	13,840	13,575	13,575	(- 275)	(- 2.0)
Crop Inspections	910	900	900	(- 10)	(- 1.0)

DISCUSSION SUMMARY

The County Department of Agriculture is responsible for the promotion and protection of agricultural and consumer interests by enforcing the laws, rules and regulations of the California Agriculture Code, the State Department of Agriculture, and other related Codes of several State agencies.

A description of the major budgetary changes, which total $20,404 (a 4.6% increase), is as follows:

SUMMARY OF CHANGES

The increase of $20,404 may be summarized as follows:

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1) Employee Benefits increase due to adjustments in the rates by the Auditor's Office.	0	$ 3,999
2) Decrease in Salary Savings, based upon a position-by-position analysis from 5% of Salaries to 3% of Salaries (actual data shows a 2.7% Salary Savings, not allowing for unexpected turnover).	0	7,766
Sub-Total	0	$11,765
SERVICES AND SUPPLIES		
3) Inflationary increase in various Services & Supplies accounts. This increase is 9.2% of the total of all concerned accounts.		1,471
4) Increase in Communications expense from $3,778 to $4,288 based upon a revision to the Santa Rita tielines system and year-to-date experience.		510
5) Increase in Transportation from $4,618 to $5,522 due to an increase in mileage amount for private car use due to new rates.		904
6) Increase in Motor Vehicle charges from $20,883 to $40,393 due to a $10,000 error in the current year budget and new motor vehicle use rates.		19,510
7) Miscellaneous		(- 745)
Sub-Total		$21,650
FIXED ASSETS		
8) Replacement Equipment, including an electrice typewriter, desk calculators and a slide projector.		1,895
9) Additional Equipment will provide a lockable water proof storage chest to transport and store toxic materials used in the test management program.		220
Sub-Total		2,205
Less Current Year Allowed		1,921
Total Increase -Fixed Assets		$ 284

	Amount
Total Change Recommended	$ 33,699

REVENUE

Revenue is increasing $13,295 due to an increase in the County's pro rata share of unclaimed agricultural gasoline refunds and also due to increases in the State reimbursements to the County for pesticide use enforcement.	13,295
Net Total Increase	$20,404

BUDGET HIGHLIGHTS

SALARIES AND WAGES

The increase of $11,765 or 2.6% from the $453,228 budgeted in 1975-76 is due to changes in salary savings (from 5% to 3%, a reduction of $7,766) and changes by the Auditor in fringe benefits computations amounting to $3,999. The salary savings projection is based on actual salaries paid.

SERVICES AND SUPPLIES

Inflation accounts for a $1,471 increase in various accounts. Telephone expense has increased $510 from $3,778 to $4,288 and private car mileage has increased $904 from $4,618 to $5,522. Both increases are based on current year useage and projected rate increases for next year.

Motor vehicle costs are estimated to be $19,510 higher (from $20,883 to $40,393) due to a $10,000 error in allocating the 1975-76 final budget costs and $9,510 for new motor vehicle rates. No increase in mileage is projected.

FIXED ASSETS

Fixed assets equipment items include $1,895 for replacement items and $220 for a lockable storage chest used to transport toxic materials. These items are $284 more than the $1921 budgeted for 1975-76.

REVENUE

Revenue is increasing $13,295 from $63,975 to $77,270 due to an increase in the County's pro rata share of unclaimed agricultural gasoline refunds and also due to increases in the State reimbursements to the County for pesticide use enforcement.

PUBLIC WORKS AGENCY

BUDGET UNIT SUMMARY REPORT

266 - Building Inspection

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 547,944	$ 583,589	$ 552,080	$ 4,136	.75
SERVICE & SUPPLIES	64,162	68,247	88,982	24,820	38.7
OTHER CHARGES					
FIXED ASSETS	2,879	191	0	(2,879)	(100.00)
EXPENDITURE TRANS. & REIMBS.	- 11,270	-10,457	- 11,609	-339	-3.01
TOTAL EXPENDITURES	$ 603,715	$ 641,570	$ 629,453	$ 25,738	4.3
REVENUE	331,517	388,666	392,065	60,548	18.3
NET COUNTY COST	$ 272,198	$ 252,904	$ 237,388	$(34,810)	(12.8)
MAN-YEARS	29.25	30.08	28.92	(.33)	(12.3)

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Inspections	19,800	21,780	21,780	1,980	10%
Plan Checking	1,750	1,925	1,925	175	10
Pemits Issued	2,940	3,200	3,200	260	10
Housing Code Investigations	1,900	1,900	1,900	0	0
Vehicles Abated	800	800	800	0	0

DISCUSSION SUMMARY

The Building Inspection Department performs the following functions:

Building Regulations - assures all construction on private property in the County unincorporated area conforms to Building Regulations and Zoning Ordinance.

Housing Code Enforcement - insures safe, sanitary and decent housing for all citizens of the unincorporated territory of the County through enforcement of the Housing Code.

Zoning Enforcement - insures compliance of land use ordinances, abandoned vehicle ordinances and sign regulations.

Capital Projects Inspection - assures that all County-owned buildings are constructed in accordance with plans and specifications.

SUMMARY OF CHANGES

	Man-Years	Amount	
SALARIES AND EMPLOYEE BENEFITS			
1. Deletion of 4 pay units for construction inspectors for capital projects inspection, based on next year's capital construction budget.	(.33)	$(-5,744)	
2. Benefits and Salary Savings factors as follows:			
- Salary Savings rate decrease		6,354	
- Overtime decrease		(615)	
- FICA and retirement		4,643	
- Health insurance		(502)	
Subtotal - Salaries & Employee Benefits	(.33)		$ 4,136
SERVICES AND SUPPLIES			
3. Office expense and reprographics services increased from $7,053 to $8,160, based on current year experience, plus 10% increase.		1,107	
4. Transportation - motor vehicle increased from $24,498 to $30,904 because of the new motor vehicle rates that will be in effect July 1, 1976. (This includes a projected salary increase).		6,406	
5. Special Departmental Expense increased because of the cost of film used in the abatement programs.		3,008	
6. Increase in Professional and Specialized Services includes funds for consulting services used for plan checking and for payroll services provided by the Flood Control District.		1,980	
7. New charge for Building Maintenance Space Rental which was previously charged to Public Works Administration.		12,387	

	Man-Years	Amount	
8. Miscellaneous:			
- Maintenance of equipment		$ 87	
- Maintenance electronic equipment		570	
- Communications		(524)	
- Transportation		(200)	
- Compensation insurance		(7)	
Subtotal - Services & Supplies			$ 24,814
FIXED ASSETS			
9. There is a decrease in fixed assets because no new positions were recommended and no equipment replaced.			
Subtotal - Fixed Assets			(2,879)
Total Expenditures			$ 23,932
EXPEND. TRANSFERS & REIMBURSE			
10. Credit for the services of the geologist utilized by the Roads Department, Planning Department and Engineering & Architecture.			
Subtotal - Expend. Transfers & Reimburse			339
REVENUE			
11. An anticipated 5% increase in growth of customers served by CATV systems		1,800	
12. Reflects a 10% increase in building activity and a full year at the higher fee schedule for construction permits		63,373	
13. Reflects 800 vehicles abated at $30 per vehicle.		(3,870)	
14. Decrease in geologist's services to the Flood Control District.		(1,255)	
15. Other Revenue		500	
Subtotal - Revenue			60,548
Total County Cost	(.33)		$(34,810)

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Increase in Operations		$ 12,387

Building Maintenance space rental charges were previously charged to the Public Works Administration budget. The Public Works Agency and the Auditor's Department agreed the transfer of space rental charges would simplify the intra-governmental service charges for the Building Maintenance Department. This transfer has no net general fund cost.

Revenue		$ 63,373

The Building Inspection Department anticipates a 10% increase in building activity. The construction permit fee schedule was increased in November of 1975 and revenues generated from this increase will be for a full year in 1976-77.

267 - Sealer of Weights & Measures

BUDGET UNIT SUMMARY REPORT

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 328,883	$ 339,202	$ 341,070	$ 12,187	3.7%
SERVICE & SUPPLIES	64,913	85,558	85,529	20,616	31.7
OTHER CHARGES					
FIXED ASSETS	1,473	15,835	15,835	14,362	9.75
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$ 395,269	$440,595	$ 442,434	$ 47,165	11.9
REVENUE	6,651	7,531	8,531	1,880	28.3
NET COUNTY COST	388,618	433,064	433,903	45,285	11.6
MAN-YEARS	19.08	20.0	20.0	.92	4.8

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Quality Control Inspections	200,000	200,000	200,000	0	
Measuring Devices	11,581	11,595	11,595	14	
Weighing Devices	11,533	11,565	11,565	32	

DISCUSSION SUMMARY

The Sealer of Weights & Measures is appointed by the Board of Supervisors to be responsible for enforcing State Weights & Measures Laws. The activities of the department are prescribed by the California Business & Professions Code, the provisions of the California Administrative Code, and County Ordinance.

The Department of Weights & Measures is required to inspect, test, and seal, all weighing and measuring devices used commercially within the County, on a yearly basis, to ensure their accuracy. Additionally, the Sealer inspects non-commercial weighing devices and has established a fee for this service. In addition, the Sealer provides staff and clerical support for the Consumer Affairs Commission.

A description of the major budgetary changes totaling $45,285, is as follows:

SUMMARY OF CHANGES

SALARIES AND WAGES	Man-Years	Amount	
1) New secretarial position to provide support for the Consumer Affairs Commission approved by the Board of Supervisors February 11, 1975.	1.0	$ 11,101	
2) Deletion of one month funding of Vacation Relief clerk no longer necessary due to back-up provided by CAC secretary.	(.08)	(782)	
3) Other miscellaneous salaries and wages account changes, primarily due to increases in Fringe Benefits based on new rates estimated by the Auditor.	0	1,868	
Total Salaries & Wages	.92		$ 12,187
SERVICES AND SUPPLIES			
4) Biennial order of inspection certificates.		3,727	
5) Increase in mileage charges from $30,822 to $46,763, due to $9,000 underbudgeting in current fiscal year and general increase in motor vehicle rates ($6,941).		15,941	
6) Increase in communications expense, based on year to date experience, from $1,740 to $2,783.		1.043	
7) Increase in various services and supplies accounts, due to inflation.		288	
8) Increase due to new Consumer affairs Council, in order to provide for general office expense, telephone expense, membership dues and subscriptions, and mileage charges. No funds were budgeted in 75-6 for this purpose.		1,622	

	Man-Years	Amount	
9) Decrease due to purchase of LPG test equipment. $3,000 - current state contract - 500 - one time set up costs		$ (2,500)	
10) Miscellaneous changes		495	
Sub-Total			$ 20,616
FIXED ASSETS			
11) Purchase of LPG test equipment because it is now cost effective to do it ourselves.		12,500	
12) Equipment needed for Consumer Affairs Commission secretary.		1,505	
13) Purchase of metric testing equipment due to increased use of metric measures.		1,150	
14) Replacement Equipment		680	
Total Fixed Assets Recommended		$ 15,835	
Less Allowed in Current Year		1,473	
Total Increase in Fixed Assets			$ 14,362
Change Recommended in Total Budget			$ 47,165
Less Increase in Revenue, due to increased testing of non-commercial devices.			1,880
Net Total Budget			$ 45,285

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Consumer Affairs Commission	1.0	$14,228

The recommended increase of $13,546 will provide $10,319 for a secretary for the Consumer Affairs Commission and $1,505 for necessary support equipment, such as desk and typewriter. Additionally, $646 is estimated to be necessary for stamps and other office expense; $300 for additional telephone expense; $100 for membership dues and subscriptions, and $576 will be needed for private vehicle mileage. This recommendation is consistent with the staffing provided for other board appointed commissioners and will provide minimal support services necessary for the Commission. Other backup will be provided by the existing staff of the Sealer of Weights Measures Department

Liquid Pretroleum Gas Testing Equipment	0	$10,000

The department presently contracts with the State for the testing of liquid petroleum gas (LPG) testing equipment. The cost of this service has steadily risen over the past several years, and is estimated at $3,600 for the 1976-77 fiscal year. The department proposes to purchase their own gas testing equipment at a cost of $12,500. An additional $500 will be required for set-up and calibration. This cost is offset by a decrease of $3,000 from the 1975-76 budget in payment to the State for these services. At the present rate of increased costs, the equipment will pay for itself in less than four years.

Metric Testing Equipment	0	$ 1,150

An increasing amount of commercial weighing and measuring devices is being calibrated in metric scale. In order to meet this demand and in anticipation of eventual conversion of all measuring and weighing devices to the metric system, the Sealer is embarking upon a multi-year program to acquire metric testing equipment.

Other Increases	.08	$21,437

Other changes for the Sealer of Weights and Measures include $15,941 for increased mileage charges from $30,822 to $46,763. $9,000 of this amount is due to restructuring of rates to reflect true cost of vehicle usage for the 1975-76 fiscal year. Additionally, $6,941 will be required to provide for increased Motor Vehicle charges anticipated for the 1976-77 fiscal year. No significant change is anticipated in the number of miles to be driven.

An amount of $3,727 will be required to purchase the biennial supply to inspection certificates. These certificates are purchases on a biennial basis to enjoy approximately 25% savings over annual purchases, due to bulk buying.

Vacation clerical relief (1 man-month) is no longer necessary due to the addition of the CAC secretary for a savings of $782.

Other than the Consumer Affairs Commission, no significant change is anticipated in the activities of the Sealer of Weights & Measures.

ACTIVITY	MAN-YEARS	AMOUNT
Revenue	0	$ 1,880

The anticipated increase is $1,880 from $6651 to $8,531. $1,500 is due to increases in inspection fees for non-commercial weighing and measuring devices. The remaining $380 is due to an increase in fees for registration of repairmen.

TOTAL	.92 positions	$45,285

BUDGET UNIT SUMMARY REPORT

FORM 104-6

270 - EMERGENCY SERVICES

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 195,146	$ 216,948	$ 214,124	$ 18,978	9.7
SERVICE & SUPPLIES	131,100	163,479	152,354	21,254	16.2
OTHER CHARGES					
FIXED ASSETS	7,706	11,994	9,026	1,320	17.1
EXPENDITURE TRANS, & REIMBS.	-1,000	-1,000	-1,000	0	0
TOTAL EXPENDITURES	$ 332,952	$ 391,421	$ 374,504	$ 41,552	12.5
REVENUE	$ -77,754	$ -98,003	$-114,000	$ -36,246	46.6
NET COUNTY COST	255,198	293,418	260,504	5,306	2.1
MAN-YEARS	11.0	12.0	12.0	1.0	9.1

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Sheriff's Reserves	400	400	400	0	0
Disaster Plan components	297	325	325	28	9.4

DISCUSSION SUMMARY

This budget unit contains funds required to run the County's Office of Emergency Services, responsible for disaster preparedness. Also, several emergency vehicles are maintained by Sheriff's reserves to assist at the scene of natural and man-made disasters.

Revenue in this budget is received from cities which contract with the County to develop disaster response plans, and from the State and Federal emergency services offices.

SUMMARY OF CHANGES

Recommended changes totalling $5,306 are summarized as follows:

SALARIES & EMPLOYEE BENEFITS	Man-Years	Amount	
1. One additional position of Account Clerk I is recommended to assist in timekeeping and claiming procedures. This position is 50% reimbursed by the Federal Govt.	1.0	$ 9,480	
2. Overtime increased $1,227 from $894 to $2,121 due to increased callouts and F.L.S.A. requirement that benefits be included in over-time salaries.		1,227	
3. Differentials increased $4,275 from $4,425 to $8,700 for standby pay ($5,298), Educational Incentive ($2,301), and vacation buy-back (1,101).		4,275	
4. Fringe Benefits increased $3,242 (10.5%) from $30,774 to $34,016.		3,242	
5. Salary savings remained at 4.5% but increased from $7,495 to $7,977 due to additional position.		(482)	
6. Mid-year salary increases (2%) for Deputy Sheriff, Sergeant, and Asst. Director, Civil Defense total $1,236.		1,236	
Sub-total	1.0		$ 18,978

SERVICES & SUPPLIES			
1. Transportation - Motor Vehicles increased $10,326 (23%) from $44,512 to $54,838 due to increased rates. For several vehicles, the changes doubled.		10,326	

SERVICES & SUPPLIES (Contd.)	Man-Years	Amount	
8. Office expenses increased $2,425 from the $4,251 budget in 1975-76. The amount budgeted was low due to an arithmetic error corrected mid-year.		$ 2,425	
9. Communications charges have increased $3,159 (42%) from $7,555 to $10,714 due to higher rates and increased use.		3,159	
10. Miscellaneous increases due mainly to inflation total $5,344.		5,344	
Sub-total			$ 21,254
FIXED ASSETS			
11. Fixed Assets increased $1,320 (17%) from $7,706 to $9,026 due to the need to purchase an air-lift bag to free trapped victims and the purchase of a modern ground-to-air transmitter/ received.			1,320
Total Gross Increase	1.0		$ 41,552
REVENUES			
12. Revenues are expected to increase by $36,246 (47%) from $77,754 to $114,000 due to a pending contract with the City of Albany and due to an anticipated increase in Federal reimbursement to offset increases in the budget.			-36,246
Total Recommended Change	1.0		$ 5,306

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
General	1.0	$ 5,306

The Emergency Services program is expanding slightly due to the need to prepare dam evacuation plans and to develop new city plans as required. One additional Account Clerk I is recommended to assist in preparing claims to the Federal government for reimbursement and in handling the additional workload caused by the new payroll system. This position will be offset by 50% Federal reimbursement and by anticipated revenue from contract cities. Miscellaneous Services and Supplies increased $21,254 due mainly to inflation and revised I.G.S. rates.

271 - CORONER-PUBLIC ADMINISTRATOR

BUDGET UNIT SUMMARY REPORT

FORM 104-6

DESCRIPTION	1975-6	1976-7			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 888,896	$ 923,857	$ 918,832	$ 29,936	3.4
SERVICE & SUPPLIES	269,139	316,808	316,773	47,634	17.7
OTHER CHARGES	9,000	9,000	9,000	0	0
FIXED ASSETS	1,443	2,726	2,356	913	63.3
EXPENDITURE TRANS. & REIMBS.	- 173,401	-183,248	-183,248	- 9,847	5.7
TOTAL EXPENDITURES	$ 995,077	1,069,143	1,063,713	68,636	6.9
REVENUE	$ 104,000	$ 139,000	$ 145,980	$ 41,980	40.4
NET COUNTY COST	891,077	930,143	917,733	26,656	3.0
MAN-YEARS	52.0	52.0	52.0	0	0

PERFORMANCE SUMMARY

	1975-6	1976-7			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Conservatorship Referrals	580	600	600	20	3.4
Conservatorship Cases	475	500	500	25	5.3
Coroner Investigations	3,854	3,910	3,910	56	1.5
Guardianship Cases	425	425	425	0	0
Public Administrator Cases	308	300	300	(8)	(2.6)

DISCUSSION SUMMARY

The budget consists of four major activities:

Coroner - The Coroner is responsible for investigating the circumstances and determining the causes of unnatural deaths in the County. He also inters the indigent and unclaimed dead.

Public Administrator - The Public Administrator administers the estates of descendants in the event that no other person is qualified and/or willing to do so.

Conservator - The Conservator investigates cases and petitions to the Court to commit persons who are gravely disabled to state institutions. He also manages the affairs of all conservatees.

BUDGET UNIT SUMMARY REPORT

271 - Coroner-Public Administrator (cont'd)

Public Guardian

The Public Guardian investigates and administers cases of persons decreed by the court to be unable to manage their own financial affairs.

Revenues are received through the sale of estates administered by the Public Administrator and by fees charged to public guardianship cases for services provided.

SUMMARY OF CHANGES

SALARIES AND WAGES	Man-Years	Amount	
1. Salary savings reduced from $37,899 (5%) to $16,676 (2.2%)to reflect low personnel turnover.		$ 21,223	
2. Fringe benefits increased from $138,519 to $147,577.		9,058	
3. Slight increase in night shift differential ($393) and decrease in overtime ($738).		(345)	
Subtotal	0		$ 29,936
SERVICES AND SUPPLIES			
4. Contract with Forensic Sciences, Inc. for autopsy services increased $35,414 (26%) from $136,126 to $171,540 due to revised contract approved by Board in January 1976.		35,414	
5. Increases in ambulance charges from $6,500 to $18,000 to transport conservatees from Napa to courts. Increased caseload and increased number of court continuances are causes of higher cost.		11,500	
6. New Reprographics account.		2,200	
7. Decrease in transportation - motor vehicle, from $37,811 to $25,500 due to increased use of private cars and overestimation in 1975-76 budget.		(12,311)	
8. Increase in private mileage costs from $1,000 to $6,000.		5,000	
9. Miscellaneous increases		5,831	
Subtotal			47,634
FIXED ASSETS			
10. Miscellaneous files and autopsy saws. Increase from $1,443 to $2,356.			
Subtotal			913

CREDITS	Man-Years	Amount	
11. Charge to Mental Health Department for Short-Doyle reimbursement of Conservatorship Program (90%) increased 5.7% from $173,401 to $183,248 due to increases in Conservator's budget.			$ 9,847
Total Gross Increases			68,636
REVENUE			
12. Increased from $104,000 to $145,980. Projection for 1975-76 is $139,000 and since most of the revenue fees reflect cost-of-living increases, projection has been increased 5% for 1976-77.			
Subtotal			$ 41,980
Total Recommended Change	-0-		26,656

BUDGET HIGHLIGHTS - CORONER/PUBLIC ADMINISTRATOR

ACTIVITY	MAN YEARS	AMOUNT
Coroner - Autopsy Contract		$ 35,414

In January 1976, the Board of Supervisors approved a revised contract with Forensic Sciences, Inc. to provide autopsy services to the County Coroner. The contract is to run for 18 months until July 1977. The amount required for fiscal year 1976 to 1977 will be $171,540, a 26% increase over the 1975-76 budgeted amount of $136,126.

Conservator $ 1,653

Increases in the Conservator activity are due mainly to an increase in private ambulance charges to transport conservatees from Napa State Hospital to the local courts. Charges have increased from $6,500 to $18,000 due to last year's 10% increase in the Conservator's caseload and due to an increased number of court appearances by clients. Increases in the Conservator's program are offset by increased charges to the Mental Health Department for Short-Doyle reimbursement of the program (90%). Due to increases in the budget, there has been a 5.7% increase in the charge to Mental Health from $173,401 to $183,248.

Public Administrator-Public Guardian - Increased Revenue ($ 41,980)

Revenues in the Coroner/Public Administrator's Department are mainly due to fees charged for the sale of estates administered by the Public Administrator and by fees charges for the maintenance of public guardianship cases. It is projected that revenues for 1975-76 will be $139,000 and since most of the revenue fees reflect the cost of living, the projection for 1976-77 has been increased 5% to $145,980. The 1975-76 budgeted revenue was $104,000.

Miscellaneous Charges $ 31,569

General salaries and employee benefits have increased $29,936 due largely to a reduction in salary savings from 5% to 2.2% ($21,223) to reflect the Department's low turnover rate. Fringe benefits have increased $9,058 (6.5%) from $138,519 to $147,577. Miscellaneous increases in other accounts total $1,633.

Total $ 26,656

BUDGET UNIT SUMMARY REPORT

FORM 104-6

272 - HOUSING & COMMUNITY DEVELOPMENT

DESCRIPTION	1975-76	1976-77			
	BOARD, ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	78,174	157,470	158,901	80,727	80
SERVICE & SUPPLIES	39,368	1,486,530	1,485,099	1,445,731	97
OTHER CHARGES	0	0	0	0	0
FIXED ASSETS	1,364	1,000	1,000	(-364)	(-37)
EXPENDITURE TRANS, & REIMBS.	0	0	0	0	0
TOTAL EXPENDITURES	118,906	1,645,000	1,645,000	1,526,094	92
REVENUE	118,906	1,645,000	1,645,000	1,526,094	92
NET COUNTY COST	0	0	0	0	0
MAN-YEARS	5.0	9.0	9.0	4.0	56

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Plan Implementation					
Man-years	5.0	.5	.5	(-4.5)	(-90)
Public Works Project	0	10	8	8	100
Handicapped Access Proj.	0	60	50	50	100
Home Rehab loans	5	64	64	64	92
Housing Preservation Units	20	200	200	200	90
Financial Counseling Session	60	310	300	240	75
Public Service Consumers	0	334	350	350	100
Citizen Group Contacts	53	316	316	263	79
Trash Box Drops	12	40	60	48	75

DISCUSSION SUMMARY

This program will be fully staffed and operational by April 1976.

This budget is 100 per cent supportive with "Housing & Community Development Act" grant. Fifty-one per cent of the budget is for the unincorporated area program and 49 per cent ($812,630) of the budget is for programs in six participating cities. There are seven citizen advisory councils, one for each jurisdiction. Of the total budget, $34,500 is for acquisition of real property, $714,446 for public works improvements, $539,972 for housing rehabilitation loans and grants, $20,000 for code enforcement, $10,000 for demolition clearance, $111,980 for public services, $13,500 for relocation payments, $115,466 for planning, $22,200 for administration and $62,636 for contingencies. Participating city allocations are as follows: Albany - $116,795; Emeryville - $39,480; Livermore - $230,300; Newark - $202,335; Pleasanton - $82,250; and Uniont City - $141,470. Highest priority use of the funds are for public works and housing rehabilitation. Public works projects will provide sidewalks, curbs and gutters, trees for streets, street lights, storm drains, water lines. Special consideration will be given to making public buildings and streets accessible for handicapped persons. The housing rehabilitation program will provide loans or

DISCUSSION SUMMARY (Contd.)

grants qualified homeowners in Albany, Emeryville, Union City, and the unincorporated area. Training and assistance will be provided to homeowners to assist them to rehabilitate their homes. In addition, planning funds will be used to develop Section 8 low and moderate income housing in all participating jurisdictions.

SUMMARY OF CHANGES

The increase of $1,526,094 may be summarized as follows:

General Information: On July 1, 1975, the first-year application had not been approved by the Department of Housing & Urban Development (HUD). A budget of $118,906 was approved. When HUD approved the application, a mid-year appropriation was made on November 18, 1975 changing the total appropriation from $118,906 to $719,054. The increase from the July 1, 1975 approved budget is $1,526,094. The increase from the Department of Housing & Urban Development for the second year (1976-77) is $925,946 more than granted for 1975-76.

SALARIES & EMPLOYEE BENEFITS	MAN-YEARS	AMOUNT	
1. Mid-year approval of 4 new positions, an increase from 5.0 to 9.0 positions.	4.0	$ 67,175	
2. Increase in employee benefits for mid-year approved new positions.	___	13,552	
Sub-total	4.0		$ 80,727
SERVICES AND SUPPLIES			
3. Increase due to mid-year approval of 4 new positions and the program changing from the developmental to the operational stage.		17,648	
3111 Office expenses		2,800	
3112 Rephographics		6,000	
3291 Communications		630	
3351 Transportation		850	
3334 Transp. & Motor Vehicle		128	
3361 Travel		252	
3371 Legal Notices		400	
3391 Special Dept. Expenses		50	
3491 Compensation		58	
3551 Rent & Leases Equip.		1,080	
3571 Rent & Lease, Structure		5,400	
4. Increase in allocations for public works, housing loans, public services, and coordination components of the Urban County Program.		1,428,095	

a. Increase for participating cities from $00.00 to $812,630			
b. Increase for unincorporated area from $00.00 to $603,978			
c. Increase of $11,487 for Planning Dept. services from $20,479 to $ 31,966			
5. Decrease in equipment maintenance contract		$ (-12)	
Sub-total			$1,445,731
FIXED ASSETS			
6. Decrease in need for new office equipment, from $1,364 to $1,000.			(-364)
Total Change Recommended	4.0		$1,526,094
REVENUE			
7. Increase from $118,906 to $1,645,000 due to H.U.D. approval of first-year urban County application and a $925,946 grant increase for the second-year application.			1,526,094
Net County Cost			-0-

BUDGET HIGHLIGHTS

ACTIVITY	MAN YEARS	AMOUNT

Public Works, Facilities, Site Improvements $714,746

The increase from $-0- to $714,746 is for street reconstruction, paving, curbs, gutters, storm drainage, sidewalks, street trees, park landscaping, playground equipment, mini-park, ball field sprinkler systems, park maintenance equipment, and a neighborhood center facility development.

The increase will also provide for $75,000 of projects to modify existing buildings to make them accessible for handicapped and elderly persons. Albany, Livermore, Newark, Pleasanton, and the unincorporated area will expend funds from this activity.

Rehabilitation Loans and Grants $487,635

The increase from $-0- to $487,635 is for direct low interest property improvement loans. Loans will be available to eligible homeowners in owner-occupied dwellings of one to four units. Local bank(s) will service the loans. This activity will be conducted in Albany, Emeryville, Union City and the unincorporated area.

Public Services $173,925

This increase from $-0- to $173,925 will provide home rehabilitation and financial counseling technical assistance for homeowners interested in applying for a rehabilitation loan. Also, minor repair services will be provided to very low income, elderly and handicapped persons who are unable to make their own home repairs. Preventive maintenance on-site training will be provided as well as a tool and equipment loan program for persons needing this type of assistance. Trash bins will be placed in neighborhoods for self-help neighborhood clean-up programs. These services will be conducted in Albany, Union City and the unincorporated area.

Planning and Management Development $ 29,152

This increase is for the cost to coordinate the activites of the six participating cities and the unincorporated area.

Street Extension and Relocation Payments $ 58,000

This is a new program scheduled for 1976-77. The activity will extend Peters Avenue in Pleasanton and pay the cost of acquiring the property, demolition and clearance, and relocation costs to families. This activity will be in Pleasanton.

ACTIVITY	MAN YEARS	AMOUNT
Contingency Fund		$ 62,636

The contingency fund was established by the six participating cities to allow for a small amount of funds to be used as a reserve and/or uncommitted until such time in 1976-77 that previously identified project costs need to be increased or new projects funded.

Total Change		$1,526,094

BUDGET UNIT SUMMARY REPORT

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	660,109	680,211	672,133	12,024	1.8
SERVICE & SUPPLIES	154,863	151,379	145,937	(-8,926)	(-5.75)
OTHER CHARGES					
FIXED ASSETS	5,236	6,104	5,236	0	0
EXPENDITURE TRANS, & REIMBS.	(-34,470)	(-47,382)	(-47,382)	(-12,912)	27.25
TOTAL EXPENDITURES	785,738	790,312	775,924	(-9,814)	(-1.25)
REVENUE	76,049	83,642	79,400	3,351	4.22
NET COUNTY COST	709,689	706,670	696,524	-13,165	(-1.85)
MAN-YEARS	35.51	35.2	34.19	(-1.32)	(-3.72)

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Commission Meetings	72	76	74	2	3
Rezonings	54	60	70	16	23
EIR's	22	25	25	3	12
Site Dev. Reviews	30	45	40	10	25
Special Projects	14	16	16	2	13
Agricultural Preservation	18	15	15	(-3)	(-20)

DISCUSSION SUMMARY

The major purpose of the Planning Department is to develop, maintain, and modify the General Plan, and prepare any special studies in topics that may affect land use or the environment. The department provides staff support for the Planning Commission, Parks Advisory Commission, and the Airport Land Use Commission. There are two major divisions and one minor division. The Policy Planning Division is responsible for research, the general plan, housing, special studies, and coordination with metropolitan areas. The Development Planning Division is responsible for Environmental Impact Reports, urban land use, rezoning conformance, open space, agricultural preserves, and the Parks Advisory Commission. The Zoning Administration Division is responsible for administration of zoning ordinance regulations in the unincorporated area and processing use permits and variance applications.

There are not substantial changes in this budget for 1976-77.

SUMMARY OF CHANGES

The decrease of $14,955 is summarized as follows:

SALARIES & EMPLOYEE BENEFITS	Man-Years	Amount	
1. A decrease of $14,790 for 2,958 hours (1.51 man years) for Administrative Interns because of completion of the Solid Wast Management Plan and near completion of the Hazardous Waste Study.	1.32	$(12,940)	
2. A change in the salary savings percentage from 6.1% to 3.22% because 5 new positions for 75-76 not filled 7 months to meet 1975-76 salary savings requirement. The 3.22% was derived from actual salaries paid, actual meetings attended by Commission, and salary saved from an average of 3 clerical and Planner Aide vacancies per year.		17,615	
3. Increase in FICA and retirement contributions from $76,026 to $83,375 because of increase in rates.		7,349	
Subtotal	1.32		$ 12,024
SERVICES AND SUPPLIES			
4. Cost of reprographics transferred from Office Expense acct. Actual increase is 11% from $16,954 to $19,054 and due to inflation.		(17,600)	
5. Reprographics new account for this budget. Actual increase is 15% from $19,700 to $23,150. Increase is due to increased demand for commission reports and inflation.		23,150	

SERVICES & SUPPLIES (Cont'd.)	Amount	
6. Adjustment is due to the termination of library services and conclusion of the Seismic Biological survey, a decrease in the amount of $6,651. Increase of $1,800 for the purchase of special statistical data from the State Board of Equalization. Increase of $2,200 in geological consultant fees for EIR's as a result of salary increases and increase in EIR's to be prepared. A decrease of $20,135 due to a computer error in preparing the 1975-76 budget.		
The net change is a decrease of $22,786.	$ (22,786)	
7. New account to purchase microfilm for reader-printer. Microfiche will reduce storage space required for zoing records.	3,360	
8. Decrease due to revised Data Processing Center estimate on cost to program data for various projects, from $29,222 to $27,868.	(1,354)	
9. Decrease adjusted to actual cost from estimated cost for lease of a mag card typewriter. Change from $5,000 to $4,260.	(1,740)	
10. Increase due to realignment of space previously charged to Budget Acct. 145, Public Works. Space rental of conference room and auditorium charged to this account.	8,191	
11. Minor decreases and increases which adjust account to actual cost.	(147)	
Subtotal		$ (8,926)
FIXED ASSETS		
12. No change.	0	0
Subtotal		$ 3,098

TRANSFERS & REIMBURSEMENTS	Amount	
13. Increase in reimbursements for services from:		
a. LAFC, from $13,991 to $15,416 due to salary increases.		
b. Housing & Community Development Acct. 272, from $20,479 to $31,966 due to salary increases and cost created by H.C.D. being fully operational.		$ 12,912
Total Change Recommended		$ (-9,814)

REVENUE		
14. Decrease in estimated zoning permit revenue because of less land division and quarry permits anticipated.	$ (350)	
15. Decrease of $8,000 from $10,000 to $2,000 because $8,000 of Hazardous Waste Study grant expended with a balance of $2,000 available.	(8,000)	
16. An increase of $11,961 from $17,039 to $29,000 because of an anticipated 12% increase in number of Environmental Impact Reports (EIR) and a 42.5% increase in average cost to prepare an EIR.	11,961	
17. A decrease of $260 from other revenue sources due to anticipated decrease in request for documents.	(260)	
Subtotal		3,351
Total Change Recommended (1.32)		$(-13,165)

GTM:ng
3-5-76

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Solid Waste Management Plan and Hazardous Waste Study	(1.32)	$(12,940)

A decrease of $12,940 in salary and 1.32 man-years is recommended. The plan and study will be very near completion by June 30, 1976 and the additional part-time staff required will not be needed.

Salary Savings and Employee Benefits 24,964

Increase of $7,349 represents the amount required for the County's contribution to the retirement fund and FICA because of required rate increase. The increase of $17,675 is a result of changing the salary savings percentage from 6.1 to 3.22 per cent. Six and one-tenth per cent was used in 1975-76 because five new positions were approved. By not filling the position for seven months allowed the department to meet its salary savings plan requirement. For 1976-77, since there are no new positions, very seldom are vacancies created among the technical staff, the percentage of salary savings had to be reduced. Salary savings was computed by determining actual salaries paid, meetings attended by commission, and deducting the average vacancy savings for the three lowest paid positions where the average vacant rate is three positions per year.

Microfilming of Records 5,060

An increasing storage problem for zoning records created the need to start the microfilming of zoning records. Future need for storage space and file cabinets can be substantially reduced. Response time to the general public's request for such documents can be substantially reduced.

Space Charges 8,191

In previous years, the auditorium and conference room in the Elmhurst Street building were charged off to the Public Works budget. Due to increased activity with citizen advisory groups, the auditorium and conference room are used by the Planning Dept. 95% of the time. The increase represents the annual space cost for these two rooms.

Services from LAFCO and the Housing & Community Development Units (12,912)

The increase ($1,425) in reimbursement from LAFCO is only to account for salary and employee benefits. There should not be an increase in the level of service. The increase of $11,487 in reimbursements from

the Housing and Community Development Budget Account 273 represents no increase in level of service only a fully-year reimbursement rate. The 1975-76 reimbursement charge represented only a 9-month cost.

Seismic Biological Study $(5,000)

A decrease of $5,000 in consultant funds due to the completion of the study by June 30, 1976.

Library Department Services (1,651)

A decrease of $1,651 for library services due to completion of cataloging of all resource material.

Reprographics & Office Expense 5,550

An increase from $36,654 to $42,204, an increase of $5,550 due to an increase in public demand for copies of reports and inflationary increase in the cost of paper products.

Revenue 3,351

For 1975-76, the County will spend $8,000 of the $10,000 grant from the State of California to study the Hazardous Waste problem. The balance, $2,000, will be expended in 1976-77. Other revenues are derived from zoning fees and planning and engineering services charged clients that need Environmental Impact Reports prepared by the Planning Dept. The increase represents historical increase anticipated and an increase in cost to prepare an EIR.

BUDGET UNIT SUMMARY REPORT

274 - Local Agency Formation Commission

FORM 104-B

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES	$ 66,744	$ 79,612	$ 79,612	$ 12,868	19.0
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 66,744	$ 79,612	$ 79,612	$ 12,868	19.0
REVENUE					
NET COUNTY COST	$ 66,744	$ 79,612	$ 79,612	$ 12,868	19.0
MAN-YEARS					

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Annexations	7	10	10	3	43
Spheres of Influence	3	4	4	1	33
Reorganizations	1	0	0	-1	-

DISCUSSION SUMMARY

Workload - During 1975-76 routine annexation proposals to cities and districts have slowed down due to the economy (less home building).

Three Spheres for Influence determinations were completed. Also completed was the consolidation of three fire districts.

The coming fiscal year is projected to have a few more annexations; at least three pending proposals will be major projects. It is projected by the Commission that the Spheres of Influence for the South County area and he Recreation and Sanitary District in the Eden Township area will be completed during this coming year.

The Rules and Procedures of the Commission are currently being revised.

SUMMARY OF CHANGES

The increase of $12,612 is summarized as follows:

SALARIES & EMPLOYEE BENEFITS	Man-Years	Amount	
			$ 0
SERVICES AND SUPPLIES			
1. Increase in Office Expense and Reprographics due to increased number and size of Environmental Impact Reports and Spheres of Influence.		2,200	
2. Increase in dues to State Association of Local Agency Formation Commission.		100	
3. Decrease in number of per diem payments to Commissioners for meeting attendance.		(-700)	
4. Reflects increase in time required for Executive Officer and 1,000 hours of Student (Intern).		9,843	
5. Salary increase for Planning assistants.		1,425	
Subtotal Services & Supplies			$ 12,868
Net County Cost	-0-		$ 12,868

BUDGET UNIT SUMMARY REPORT
275 - Recorder

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 362,764	$ 390,568	$ 379,418	$ 16,654	4.6
SERVICE & SUPPLIES	100,774	102,914	102,921	2,147	2.1
OTHER CHARGES					
FIXED ASSETS	6,387	13,837	10,838	4,451	69.6
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 469,925	$ 507,319	$ 493,177	$ 23,252	4.9
REVENUE	1,278,000	1,396,000	1,529,000	25,000	19.6
NET COUNTY COST	(808,075)	(888,681)	1,035,823	(-227,748)	28.2
MAN-YEARS	31.0	31.0	31.0	0	0

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT ~~PROJECTION~~ Budget	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
PROPERTY RECORDS RECORDED	$ 164,500	$ 189,100	$ 189,100	$ 24,600	15.
VITAL STATISTICS: BIRTH	15,000	12,293	12,293	(-2,707)	(-18.)
DEATH	8,000	10,548	10,548	2,548	32.
MARRIAGE	7,800	7,452	7,452	(-348)	(-4.5)
COPIES ISSUED	37,250	40,525	40,525	3,275	8.8

DISCUSSION SUMMARY

The office of County Recorder was one of the first offices established by the State Legislature upon admission of California into the Union. The basic purpose of the County Recorder is to provide a public record of ownership, transfers or encumbrances of all real property within the County. In order to accomplish this function, the Recorder must consider each document individually, to ascertain it's legal completeness, and to determine whether it must be, or may be, accepted for filing or recording. This protects property owners from individuals who would unknowlingly, or with fixed purpose, cloud title of ownership.

To assist the general public in having access to the recorded document, the County Recorder has a microphotography program which is used to record all instruments, papers, and notices that are required or permitted by law to be recorded or filed. The existing microfilm program has established the following: storage of records with considerable reduction of space; responsiveness to consumer services in providing copies of records without undue delay, and ease of inspection of public records combined with security measures prohibiting loss of these records.

DISCUSSION SUMMARY (cont'd)

In addition to recording real property records, the County Recorder maintains a record of all births, deaths and marriages occurring within this County.

Revenue is derived through the paying of recording fees. Revenue is also generated through a charge levied for copies of official documents provided by the Recorder.

The Recorder's budget is recommended to decrease $227,748, 28.2% below the $808,075 net budgeted in 1975-76. This change is described as follows:

SUMMARY OF CHANGES

	Man-Years	Amount	
SALARIES AND EMPLOYEE BENEFITS			
1. Decrease in salary savings from 8.5% to 5.5% based on significantly lower turnover projected for the 1976-77 Fiscal Year.		$ 9,766	
2. Salary adjustments based upon reclassification of employees to higher classes.		1,833	
3. Increases in fringe benefit accounts based on new estimates by the Auditor.		5,055	
Total			$ 16,654
SERVICES AND SUPPLIES			
4. Increase in office expense from $33,500 to $34,150, a 5% increase based on inflation and higher costs for office supplies and postage.		$ 1,650	
5. Increase in maintenance of equipment from $2,540 to $3,850 based on experience and higher costs for maintaining items under contract.		1,310	
6. Increase in DPC charges from $35,199 to $36,722 based on higher DPC rates. No new programs are being implemented.		1,523	
7. Decrease in microfilm charges from $11,174 to $8,315 based on implementation during the present fiscal year of a new microfilm program which has resulted in decreases in film and processing costs.		(2,859)	

	Man-Years	Amount	
SERVICES AND SUPPLIES (cont'd)			
8. All other miscellaneous change.		$ 523	
Total			$ 2,147
FIXED ASSETS			
9. Continuation of replacement program for obsolete or out-dated equipment.		$ 5,990	
10. Continuing acquisition program for new microfilm program (final year).		2,984	
11. New equipment to promote office efficiency.		1,864	
Total Fixed Assets Recommended		$ 10,838	
Less allowed 1975-76		-6,387	
Total Increase in Fixed Assets			$ 4,451
Total Increase in Recommended Budget			$ 23,252
REVENUE			
12. Revenue generated by the sale of real property and its subsequent recording is increasing $160,000 over the budgeted amount of $550,000. Other recording activity is generating an increase of $90,000 over the $720,000 budgeted in the current year. Both these increases in activity are based on significant underbudgeting in the current fiscal year.			$251,000
Net Increase in Recommended Budget			($227,748)

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Salaries and Employee Benefits	0	$ 16,654

The major increase in salaries and employee benefits are a decrease in salary savings from 8.5% to 5.5% resulting in a net impact of $9,766 in this budget and a $5,055 increase in the fringe benefit account for items such as FICA, retirement and County health benefits based on revised rates estimated by the Auditor.

Miscellaneous salary adjustments, largely reclassification actions, total $1,833.

Revenue	0	$251,000

Revenue is increasing $160,000 due to the sale and subsequent recording of real property throughout the County. Additionally, the recording of other instruments, largely leans on real property, will generate an additional $90,000 over the current year budget. These increases are based on significant underbudgeting in the present fiscal year. For example, the sale of documentary stamps needed for the sale or transfer of real property in the County is increasing $160,000 from the budgeted amount of $550,00. However, the 1977 recommended budget amount is only $78,391 more than what was actually accrued during the 1975 Fiscal Year. This is also true of the charges for recording of documents.

Other revenue from the sale of copies of official documents is increasing $1,000 and is based on current year experience.

BUDGET UNIT SUMMARY REPORT

FORM 104-6

280 - Field Services

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 265,327	$ 302,738	$ 300,011	$ 34,684	13
SERVICE & SUPPLIES	155,216	200,741	181,316	26,100	16.8
OTHER CHARGES					
FIXED ASSETS	3,178	5,179	1,997	-1,181	(-37)
EXPENDITURE TRANS, & REIMBS.	-178,811	-222,938	-222,938	-44,127	24.7
TOTAL EXPENDITURES	$ 244,910	$ 285,720	$ 260,386	$ 15,476	6.3
REVENUE	-160	0	-35	-(125)	(-78)
NET COUNTY COST	244,750	285,720	260,351	15,601	6.4
MAN-YEARS	16.53	16.53	16.53	0	0

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
CALLS RESPONDED TO	527	525	525	(-2)	-
INSPECTIONS CONDUCTED	1,750	1,900	1,900	150	8.6
TRAINING SESSIONS	1,250	1,250	1,250	0	0

DISCUSSION SUMMARY

This budget unit contains the Livermore Fire Patrol, the Fairmont Hospital Fire Patrol, and the contract with the California Division of Forestry for protection of the Sunol area. It also contains the Structural Fire Fund; this being the percentage of the total budget which is devoted to fighting structural fires in the unincorporated areas. Since cities within the County have been granted exemption from supporting the structural firefighting activities in the unincorporated area, this fund covers those costs. In 1975-6, the Board approved the use of $32,611 of sales tax revenue to supplement the property tax base. This year, the difference between the recommended budget for structural fire fighting and the amount which can be raised by the property tax is presented as a Policy Matter to the Board.

SUMMARY OF CHANGES

Recommended Changes of $35,302 are summarized as follows:

SALARIES AND EMPLOYEE BENEFITS	MAN-YEARS	AMOUNT	
1. Salary savings decreased from $11,461 (5%) to $6,074 (2.65%) to reflect actual staff turnover		$ 5,387	
2. Fair Labor Standards Act requirement that firemen be paid holiday overtime increases differentials $22,204 from $3,964 to $26,168		22,204	
3. F.L.S.A. requirement that firemen's "work cycle" be reduced to 185 hours in a 24-day period effective 1/1/77 requires $4,500 in overtime since our "work cycle" is 192 hours and a reduction of the cycle would require additional staff		4,500	
4. Retirement increased $2,593 from $32,975 to $35,568 due to more accurate computations		2,593	
Subtotal			$ 34,684
SERVICES AND SUPPLIES			
5. Transportation, Motor Vehicles increased $14,736 from $38,733 to $53,469 due to increased charges and new pumper at Fairmont hospital		$ 14,736	
6. $9,500 is added to Professional and Specialized Services since it is anticipated that the State Division of Forestry will add 10% to the current $95,000 contract we have with them for protection of the Sunol area		9,500	
7. Miscellaneous increases total $1,864		1,864	
Subtotal			$ 26,100

FIXED ASSETS	Man-Years	Amount
8. Fixed Assets decreased $1,181 from $5,179 to $1,997 due to recommendation to delay replacement of portable pumper unit		($ 1,181)
CREDITS		
9. Structural Fire Fund increased from $178,811 to $222,938 ($44,127). This is the amount of the Field Services budget devoted to structural fire protection and has increased as a result of the various other recommended increases.*		$44,127
Total Recommended Gross Change		$15,476
REVENUE		
10. Revenue is expected to decrease from $166 to $35		$ 125
Total Change		$15,601

* However, it is anticipated that $56,190 of the $222,938 will have to be raised from sales tax revenue, and, as such, included as a Policy Matter for the Board.

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Fire Patrol		$(2,687)

Activity in the Livermore Fire Patrol has been fairly stable. Major increases in the budget are due to the impact of the Fair Labor Standards Act which requires the firemen be paid holiday overtime, and that they work a reduced "work cycle" effective January 1, 1977. The impact of this will be $26,704.

Credits received in this budget unit from the Structural Fire Fund (a separate tax on the unincorporated areas for the cost of structural fire protection) are expected to increase from $178,811 to $222,938 ($44,127). However, the difference between the amount which is anticipated from property tax and the budgeted amount of $222,938 will have to be raised by sales tax revenue (in the amount of $56,190) and as such is included as a Policy Matter for the Board.

Transportation, Motor Vehicles increased $14,736 to $53,469, due to increased rates and the acquisition of a new pumper for the Fairmont Fire Patrol.

General		$ 18,288

The contract that the County has with the California Division of Forestry for the protection of the Sunol area is expected to increase 10% from the current $95,000.

Other miscellaneous increases totaled $8,788.

Budget Hearing 1976-77

[X] POLICY MATTER (Funds Included)

[ ] POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
280 - FIELD SERVICES	SHERIFF

TITLE	AMOUNT
Sales Tax Funding of Structural Fire Fund	$56,190

DESCRIPTION:

The Structural Fire Fund is a fund established to provide structural fire protection in the unincorporated areas. In 1975-76, the budgeted amount was $178,811, but only $146,200 in property tax was available based on the maximum tax rate of 22.5¢. On Sept. 2, 1975, the Board voted to fund the difference between the budget and the property tax ($178,811 - $146,200 = $32,611) with sales tax.

For 1976-77, the recommended budget for the Structural Fire Fund is $222,938. Even though the property tax base will increase due to the inclusion of unsecured property, the total amount available (with an 8% projected increase in assessed valuation) would be $166,748:

Secured:	$63,818,454 x 1.08 x $.0225/100 =	$155,078
Unsecured:	$ 4,802,612 x 1.08 x $.0225/100 =	11,670
		$166,748
	Recommended 1976-77	222,938
	Difference	$(-56,190)

The Board's options appear to be:

1) Fund the $56,190 difference from sales tax.

2) Decrease the budget to the maximum covered by the property tax.

3) Ask for a tax over-ride.

BUDGET UNIT SUMMARY REPORT

FORM 104 6

282 - Animal Control

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$226,295	$233,604	$212,667	$(13,628)	(6%)
SERVICE & SUPPLIES	96,425	143,024	119,978	23,553	24.4%
OTHER CHARGES					
FIXED ASSETS	3,361	5,718	5,718	2,357	
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$326,081	$382,346	$338,363	$ 12,282	3.7%
REVENUE	$-242,240	$-173,475	$-166,200	$-(76,040)	
NET COUNTY COST	83,841	208,871	172,163	88,322	105%
MAN-YEARS	17.65	17.00	15.70	(1.95)	(11%)

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
DISPATCH SERVICES	20,730	21,000	21,000	270	1.3
ANIMALS HANDLED	31,000	20,260	20,260	(-10,740)	(-34.0)
PERMITS & LICENSES ISSUED	16,000	14,000	14,000	(- 2,000)	(-12.0)

DISCUSSION SUMMARY

This budget unit contains the functions of field services and shelter services. The County operates two shelters for the unincorporated areas, licenses animals, and maintains street services as well.

In prior years, a shelter in Newark was maintained for the use of Fremont, Newark, and Union City. Negotiations are currently underway for the County to divest itself of this shelter, and this year's budget reflects the reduction.

Revenues are raised through the sale of animal licenses and by charging owners for stray animals picked up by the field staff.

SUMMARY OF CHANGES

Recommended changes of $ 88,322 are summarized as follows:

	Man-Years	Amount	
SALARIES AND EMPLOYEE BENEFITS			
1. Divestiture of the Newark shelter results in a decrease of 1 Assistant Field Services Officer and 1,897 hours of A.F.S.O., part-time. This reduces the total shelter staff from 6.17 man-years to 4.2 man-years (a 32% reduction)	(-1.97)	$(-19,371)	
2. 38 hours (.02 man-years) of Field Services Aide is recommended to continue dog licensing program	.02	100	
3. Salary savings decreased from $9,896 (5.4%) to $7,625 (4.65%) due to lower staff turnover		2,271	
4. Fringe Benefits decreased $982 from $32,997 to $32,015 due to decreased staff		(982)	
5. Holiday pay and stand-by pay increased $1,018 from $6,804 to $7,822		1,018	
6. Overtime increased $3,336 from $13,130 to $16,466 due to increased number of calls requiring extended shifts		3,336	
Subtotal - Salaries and Employee Benefits	(-1.95)		$(13,628)
SERVICES AND SUPPLIES			
7. Transportation - Motor Vehicles increased $30,764 from $16,374 to $47,138 due to increased rates, and more accurate billing of current vehicles		30,764	
8. Utilities decreased $4,500 from $5,000 to $500 with divestiture of Newark shelter		(-4,500)	

	Man-Years	Amount	
9. Miscellaneous decreases due to closing of Newark Shelter		$(14,465)	
10. New General Services Agency IGS change for dispatching services will be $11,754		11,754	
Subtotal - Services and Supplies			$23,553
FIXED ASSETS			
11. Fixed Assets increased $2,357, from $3,361 to $5,718 due to the need for a cash register ($2,077) to accurately record revenues and due to several modernization programs		2,357	
Subtotal - Fixed Assets			$ 2,357
TOTAL GROSS CHANGE			$12,282
REVENUE			
12. Revenue is expected to drop considerably with the divestiture of the Newark Shelter. $166,200 is anticipated in 1976, down $76,040 from 1975-76 - $242,240. Of this decrease, $70,000 is from the loss of Newark's revenue, and the rest is due to an over-estimation of license revenues in 1975-76.			
Subtotal - Revenue			$-76,040
TOTAL CHANGE RECOMMENDED			$ 88,322

BUDGET HIGHLIGHT

ACTIVITY	MAN-YEARS	AMOUNT
Shelter Services	(1.97)	$ 31,941

The major change in the shelter program is the pending divestiture of the Newark animal control shelter. The number of animals handled by the shelters is expected to drop from 31,000 to 20,260 and shelter staff will be reduced by one-third (1.97) man-years). Services and Supplies will drop $18,688 when the shelter is divested. However, revenue is also expected to decrease from the $170,000 budgeted in 1976-76 to $100,000. The actual loss of revenue from Newark is close to $50,000 since the budgeted amount in 1975-76 appears to have been over estimated.

Field Services	.02	$11,854

The number of animals licensed has decreased slightly from 16,000 to 14,000 due to a slowdown in the door-to-door licensing program caused by the personnel freeze. The number of dispatch calls is up slightly. This year, there is also a new I.G.S. change totalling $11,754 from the General Services Agency for animal control dispatching services. 38 hours of Field Services Aide is recommended to assist in the door-to-door licensing program.

General	0	$44,527

Salary Savings, Fringe Benefits, Differentials, and Overtime have increased $7,287 due to actual experience. Transportation - Motor Vehicles increased $30,764 due to increased rates. A slight decrease in revenue (other than the shelters) is expected until the licensing program becomes effective again.

Total	(1.95)	$88,322

Budget Hearing

1976-77

[ ] POLICY MATTER (Funds Included)

[X] POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
#282 - Animal Control	Sheriff

TITLE	AMOUNT
Field Services Officer I	$20,328

DESCRIPTION:

The Sheriff's Department has requested one Field Services Officer I ($11,268/yr. + 20% Fringe Benefits = $13,522) and one animal body truck (23,775 miles @ $.25 + $71.85/mo. = $6,806) to provide additional field services to the unincorporated areas.

Although the number of calls is such that there is an acknowledged delay in responding, Animal Control filed services are being provided to the unincorporated areas through General Fund support, while all of the cities in the County fund their own field services.

Funding of this position represents an increase in the level of service being provided to the unincorporated areas for municipal-type activities, and as such, is presented as a Point of Issue.

SOCIAL SERVICES AGENCY

BUDGET UNIT SUMMARY REPORT

FORM 104-6

349 - Social Services Agency Administration

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$188,342	$319,336	$286,085	$ 97,743	52
SERVICE & SUPPLIES	10,752	36,219	26,994	16,242	50
OTHER CHARGES	0	0	0	0	
FIXED ASSETS	0	0	0	0	
EXPENDITURE TRANS. & REIMBS.	0	0	0	0	
TOTAL EXPENDITURES	199,094	355,555	313,079	113,985	58
REVENUE	$ 6,585	$ 6,585	$ 6,585	0	0
NET COUNTY COST	$192,509	$348,970	$306,494	$113,985	58
MAN-YEARS	7	14	13	6	86

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%

DISCUSSION SUMMARY

This budget unit supports the Director of the Social Services Agency, his immediate staff, and the chiefs of the two major support divisions, Management and Fiscal Services. The personnel involved are budgeted in a central "agency" budget to more accurately reflect costs related to overall responsibilities in all programs administered by the Agency, including non-welfare programs.

Note: While this unit does not reflect any significant revenues to offset cost, the County does claim for these costs through the A-87 indirect cost plan; thus, revenue accrue to regular Welfare budget units.

ADJUSTED SUMMARY REPORT

The previous page reflects total changes impacting upon this budget unit. The following table reflects the actual change in the budget unit, exclusive of positions from other budget units.

	Allowed 1975-76	Transfers In/Out	Base 1975-76	Recommend 1976-77	Net Increase/ Decrease
Salaries & Benefits	$188,342	$62,523	$250,865	$286,085	$35,220
Services & Supplies	10,752	11,889	22,641	26,994	4,353
Fixed Assets	0	0	0	0	0
Total	$199,096	$74,412	$273,506	$313,079	$39,573
Positions	7.0	3.0	10.0	13.0	3.0

SOCIAL SERVICES AGENCY
#349 - Public Assistance

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. New Positions-Community Liaison--Increase of one position to assist Director in dealing with community groups and government officials from other agencies. (Budgeted as Staff Services Assistant)	1	$ 14,052
Increase of one Clerk II (receptionist).	1	9,384
Increase of one Accounting Technician to assist Agency Trust Officer.	1	11,784
2. Transfers-Reorganization--The following positions have been added or deleted for the Agency's Administration budget as a result of reorganization:	3	65,523
From Welfare Administration (350)		
Fiscal Officer	1	$ 25,128
Secretary I	1	10,944
Management Analyst	1	19,608
Stenographer II	1	9,912
Consultant (P.I.O.)	1	24,552
To Human Relations Department (106)		
Director, Human Relations	(1)	(31,008)
Supervising Secretary II	(1)	(12,864)
Increased Salary Savings (from .69% to 1%)		(1,309)
Benefits associated with new and transferred positions.		17,560
Total Change	6	$ 97,743

	Man-Years	Amount
SERVICES AND SUPPLIES		
3. The following are cost items not previously identified for Agency administration. (They were previously absorbed within overall welfare administration budgets:		$11,889
-Office expense	$5,000	
-Communication	4,000	
-Professional Memberships	2,000	
-Travel	889	
4. Motor vehicle charges were not accurately budgeted in 1975-76 and will increase from $61 to $4,000.		3,939
5. Workmen's Compensation Insurance will increase with new employees.		414
Total Change		$ 16,242
REVENUE		
6. No change.		0
Grand Total		$113,985

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT

The recommended increase for this budget totals $113,985. Of this increase, only 37% represents new expenditures, while the balance reflects transfers from existing welfare administration appropriations. The transfers are recommended to more accurately reflect the fact that personnel involved in overall Agency administration provide service to programs other than "welfare." Major program changes are as follows:

Reorganization	3.0	$ 56,281

Reorganization of the Social Services Agency during 1975-76 will result in a realignment for duties for some administrative personnel. Previously, these personnel have been budgeted and charged to only welfare administration. With the realignment of duties and functions, their assignments will include responsibilities in all areas of administering programs under the Social Services Agency. These positions include the Agency's Fiscal Officer and Secretary, a Management Analyst and Stenographer, and the Public Information Officer. The net total increase (with a decrease in Welfare Administration) resulting in this change, with benefits, totals $56,281. (The Director of Human Relations and his Secretary were transferred out of this budget to the Human Relations budget.)

New Personnel	3.0	$ 42,771

The recommended budget includes three new positions, which will assist the Agency Director in carrying out Agency-wide responsibilities. One position recommended is a special staff person assigned for community liaison, a Clerk II to serve as receptionist in the Agency Director's suite of offices, and an Accounting Technician to assist the Agency's Trust Officer. The position of Technician has been filled previously, but was unbudgeted. The total cost for these new positions, with benefits, is $42,771.

Services and Supplies	$ 16,242

Again, in order to more accurately reflect the overall administration of the Social Services Agency, several new administrative expenses are identified in the 1976-77 budget for office operations. These previously were funded from General Welfare Administration. Items including office expense, communications, professional memberberships, travel and motor vehicle charges are recommended and total $16,242. In actuality, these are not new funds, but transfers from welfare administration budgets.

BUDGET HIGHLIGHTS (cont'd)

N O T E

The $6,585 revenue shown in this budget is an estimate of reimbursements from the County Housing Authority, which are generally received during the course of the year. The overall cost of $306,494 is recovered through indirect cost reporting, wherein the County is permitted to claim for overhead associated with Welfare programs. The revenue itself does not accrue to this budget unit; rather, it becomes part of the revenue generated in overall Welfare administration. The reason that the expenditures themselves must be identified separately is because the services provided by the budget extend to non-Welfare programs (for which there are no revenues). Unfortunately, it is impossible to identify within total Welfare revenues that portion which could be attributed to this budget alone. Therefore, no revenues are shown. The fact remains that the General Fund of the County does recover a majority of the expenses expended from this budget.

SOCIAL SERVICES AGENCY
BUDGET UNIT SUMMARY REPORT
WELFARE ADMINISTRATION

FORM 104-B

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 25,657,448	$ 26,560,609	$ 24,423,055	$(1,234,393)	(4.8)
SERVICE & SUPPLIES	5,398,670	6,581,490	6,255,369	856,699	15.9
OTHER CHARGES	324,170	299,527	288,328	(35,842)	(11.0)
FIXED ASSETS	83,249	88,966	40,467	(42,782)	(51.0)
EXPENDITURE TRANS, & REIMBS.	40,934	0	-30,086	-(10,848)	(26.5)
TOTAL EXPENDITURES	$ 31,422,603	$ 33,530,592	$ 30,977,133	$ (445,470)	(1.4)
REVENUE	$ 24,484,032	$ 26,239,783	$ 24,748,336	$ (264,304)	(1.0)
NET COUNTY COST	6,938,571	7,240,809	6,228,797	(709,774)	(10.2)
MAN-YEARS	1835.28	1903.45	1749.69	(85.59)	(4.7)

PERFORMANCE SUMMARY

Caseloads	1975-76	1976-77			
	Allowed	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
AFDC-FG&U	24,000	26,026	26,026	2,026	8
BHI	1,400	1,310	1,310	(90)	(7)
G.A.	4,337	4,014	3,940	(397)	(10)
Indo-Chinese	0	250	250	250	100
Medi-Cal-Linked	6,570	7,018	6,860	290	4
Medi-Cal Non-Cat	5,974	6,824	6,824	850	14
NAFS	3,275	3,828	3,828	553	17

DISCUSSION SUMMARY

This Summary includes adjustments recommended for Administration of Public Assistance programs. Services provided from these funds include:

. . . Eligibility determination for cash aid under Aid to Families with Dependent Children, Family Groups and Unemployed; Non-Assistance Food Stamps; Medi-Cal for the Medically Needy Only and Medically Indigent; assistance to Indo-Chinese Refugees; and General Assistance. Also provided is administration of emergency loans and persons with special needs on the SSI/SSP programs.

. . . A broad spectrum of social services to adults; children's protective services; adoptions; and information and referral to the public.

. . . Management and fiscal support for the programs listed above.

BUDGET UNIT SUMMARY REPORT

SOCIAL SERVICES AGENCY

FORM 104-6

350 - ECONOMIC BENEFITS

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$25,657,448	$14,256,164	$12,825,793	$(12,831,655)	(50.0)
SERVICE & SUPPLIES	5,398,670	4,519,804	2,763,303	(2,635,367)	(49.0)
OTHER CHARGES	324,170	0	0	(324,170)	(100.0)
FIXED ASSETS	83,249	27,534	9,225	(74,024)	(89.0)
EXPENDITURE TRANS, & REIMBS.	-40,934	0	0	-(40,934)	(100.0)
TOTAL EXPENDITURES	$31,422,603	$18,803,502	$15,598,321	(15,824,282)	(50.0)
REVENUE	24,484,032	14,604,026	12,766,107	(-11,717,925)	(48.0)
NET COUNTY COST	$ 6,938,571	$ 4,199,476	2,832,214	$(4,106,35)	(59.0)
MAN-YEARS	1,835.28	1,090.99	986.99	(848.29)	(46.0)

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
N/A					

DISCUSSION SUMMARY

BUDGET UNIT SUMMARY REPORT

SOCIAL SERVICES AGENCY

351 - HUMAN SERVICES

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 0	$6,794,567	$6,176,925	$6,176,925	100.0
SERVICE & SUPPLIES	0	947,577	1,374,745	1,374,745	100.0
OTHER CHARGES	0	299,527	288,328	288,328	100.0
FIXED ASSETS	0	15,284	4,974	4,974	100.0
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$ 0	$8,056,955	$7,844,972	$7,844,972	100.0
REVENUE	0	6,540,982	6,204,305	6,204,305	100.0
NET COUNTY COST	$ 0	$1,515,973	1,640,667	1,640,667	100.00
MAN-YEARS	0	424.30	378.21	378.21	100.0

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%

DISCUSSION SUMMARY

BUDGET UNIT SUMMARY REPORT

SOCIAL SERVICES AGENCY

352 - MANAGEMENT SERVICES

FORM 104-6

FINANCIAL SUMMARY

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
SALARIES & EMPLOYEE BENEFITS	$ 0	$4,504,951	$4,393,844	$4,393,844	100.0
SERVICE & SUPPLIES	0	369,499	1,379,243	1,379,243	100.0
OTHER CHARGES					
FIXED ASSETS	0	28,967	19,770	19,770	100.0
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	0	$4,903,417	$5,792,857	$5,792,857	100.0
REVENUE	0	3,841,999	4,442,710	4,442,710	100.0
NET COUNTY COST	$ 0	$1,061,418	$1,350,147	$1,350,147	100.0
MAN-YEARS	0	306.16	299.49	299.49	100.0

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%

DISCUSSION SUMMARY

BUDGET UNIT SUMMARY REPORT

SOCIAL SERVICES AGENCY

354 - FINANCIAL SERVICES

FORM 104-B

FINANCIAL SUMMARY

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
SALARIES & EMPLOYEE BENEFITS	$ 0	$1,004,927	$1,026,493	$1,026,493	100.0
SERVICE & SUPPLIES	0	744,610	738,078	738,078	100.0
OTHER CHARGES					
FIXED ASSETS	0	17,181	6,498	6,498	100.0
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	0	$1,766,718	$1,740,983	$1,740,983	100.0
REVENUE		1,302,776	1,335,214	1,335,214	100.0
NET COUNTY COST	0	$ 463,942	$ 405,769	$ 405,769	100.0
MAN-YEARS	0	83.00	85.00	85.00	100.0

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%

DISCUSSION SUMMARY

SUMMARY OF CHANGES

The following summary of Changes presents a total review of adjustments in Welfare Administration which will decrease appropriations for expenditures $445,470 in the recommended budget (from $31,422,603 to $30,977,133 . This report summarizing changes is slightly different in its presentation because for 1976-77, it is recommended that the traditional Welfare Administration budget be divided into four operating budgets. Specifically, heretofore, all Welfare Administration expenditures have been budgeted in "Welfare Administration" (Budget 350). For 1976-77, the budget structure will reflect the reorganization of the Social Services Agency and provide more identification with the variety of program areas for which funds are expended. Therefore, the old Welfare Administration budget has been divided into a budget for the Department of Economic Bnefits (#350), one for the Department of Human Services (#351); one for Management Services (#352); and one for Financial Services (#354). In order to accurately reflect total net changes in all four budget units, it is necessary to consider them in total versus budgeted expenditures for 1975-76 in the old Welfare Administration budget. The following summary focuses programmatically, within major objects of expenditure, upon net changes. Internal adjustments involving the movement of funds from one budget to another, such as from Economic Benefits to Management Services, are not discussed since they are of lesser significance and do not have a net impact upon the budget. Those transfers which do have a programmatic impact are discussed.

SALARIES AND EMPLOYEE BENEFITS

Economic Benefits	Man-Years	Amount

1. The following adjustments, by aid category, result from changes in caseloads. Generally, positions involved in these adjustments are based upon informally established "yardsticks."

   On an agency-wide basis for Income Maintenance, general standards are:

   1 Clerk II for each 6 Elig. Technician II
   1 Supervisor for each 6 Elig. Technician II

   The actual caseload used to justify Technicians depends upon the particular program and function.

Economic Benefits (contd)

	Man-Years	Amount
The following summary indicates adjustments by program, giving overall caseload levels. (The Clerk/Supervisory levels are not recomputed since they are standard; however, changes are shown). All caseloads shown are monthly averages.		
a) AFDC - Intake =26*:1; Continuing= 120:1		
Allowed / Recommend: E.T. 290 / 279	(11)	$(125,004)
Overall caseload will increase from 24,000 to 26,026; however, a budgetary adjustment in counting bookeepers separately removes 20 from the 75-76 base and places them under a separate yardstick (360:1 income cases- See Item 3, below). Therefore, the actual change is a net increase of 9.		
Non-yardstick adjustments recommended include a decrease of one E.T. III and one Section Supervisor. The E.T. III decrease is a result of the number of employee cases decreasing, while the Section Supervisor position is no longer justified on the basis of units to be supervised (7:1).	(2)	(34,476)
	(13)	(159,480)
No adjustments for clerks and supervisors were required from the 1975-76 level.		
b) BHI - Intake= 26:1; Continuing= 240:1		
Allowed / Recommend: E.T. 9 / 11	2	22,728
The regular caseload will remain generally constant for this component; however, applications have increased from 78 per month to 129, which equals two additional positions. Also established as a result of there being two complete units will be a Unit Supervisor and one Clerk II.	2	22,836
	4	45,454

*Completed Applications

			Man-Years	Amount
c) G.A. - Intake = 26:1; Continuing = 130:1				
	Allowed	Recommend		
E.T.	60	65	5	$ 67,740
The regular G.A. caseload is decreasing from 4,337 to 3,940, or 3 positions; however, intake activity is increasing from 710 cases per month to 901 (plus 8 positions), for a net impact of 5 increased positions. The Agency has proposed that of the 3,940 regular cases, 1,300 cases regarded as employable (or partially) be under closer supervision and a lower caseload (100 per staff). To do so, 3 additional positions would be required and this matter is raised as a point of issue.				
The net increase of 8 E.T.'s will require a corresponding increase of one Clerk and one Supervisor.			2	22,836
			7	90,576

d) Indo - Chinese Program

This program is new in 1975-76, Federally reimbursed, but will require the following staffing for 56 applications per month and an ongoing caseload of 250:

Intake= 26:1; Continuing= 120:1

	Allowed	Recommend		
E.T.	0	4	4	45,456
Clerk	0	1	1	9,384
Sup E.T.	0	1	1	13,452
			6	68,292

e) Medi-Cal

The Medi-Cal caseload includes two types of caseloads - those for persons "linked" to other programs, but not receiving cash aid; and those regarded as not being categorically linked, but medically indigent.

Linked - Intake-35:1; Family=150:1; and Single Adult=220:1

Allowed	Recommend		
70	66	(4)	(45,456)

e) Medi-Cal (continued)

	Man-Years	Amount

Intake workload will decrease from an average of 1,279 to 1,066 completed applications per month, reducing 6 positions; however, regular normal caseloads will increase from 6,570 to 6,860. For 1976-77, this caseload will be serviced by 37 E.T.'s, rather than 31, in recognition of a lower caseload level for Family cases (which total 2,675).

Previously identified as bookkeepers, 4 positions will be absorbed into the caseload for 1976-77. The net impact of this adjustment is 4 less man-years.

NON-CAT- Intake=35:1; Continuing=150:1

Allowed	Recommend		
125	121	(3)	$ (34,092)

This program activity is projected to increase in continuing caseload, from 5,974 to 6,824, for a net increase of 6 positions. However, the completion of application work has dropped off for an average of 2,969 to 2,642 justifying a decrease of 9 positions. Net impact is minus 3.

Other Medi-Cal changes stemming from the above reduction include:

Decrease -	Clerk II	(1)	(9,382)
	Sup. Eligibility Supervisor	(1)	(13,452)
	Section Supervisor	(1)	(22,020)
		(10)	(124,402)

f) Food Stamps - Non Assistance

Intake= 100:1; Continuing=300:1

Allowed	Recommend		
23	25	2	22,728

The caseload for Food Stamps will increase from 3,275 to 3,828. Also, Intake activity is up from 1,016 to 1,178. The combined impact of these caseload adjustments, with allowance for 1975-76 levels, would be an increase of 4. However, 2 positions are recognized as bookkeepers for 1975-76, and are placed separately as such (See Item 3). The net difference is 2 positions.

	Man-Years	Amount
g) Food Stamps - Non-Assistance (contd)		
One Section Supervisor is recommended for deletion since unit supervision does not justify a position.	(1)	$ (22,020)
	1	$ 708
h) Control Clerks		
Included in overall staffing of all welfare offices are 95 Clerk II's, who control the flow of documents, cases, money, supplies and information through central points in each division. The exact yardstick for each function varies. Based upon the decreasing level of caseloads (overall-including intake), a total of 92 Control Clerks are recommended (utilizing formula).	(3)	(28,152)
i) Waiting Room Clerks		
Specialist Clerks serve in office waiting rooms, based upon an average of 162.5 contacts per day each. For 1975-76, there are a total of 24 among all offices. Decreasing waiting room activities will justify a reduction of 1 for 1976-77.	(1)	(10,284)
2. E.T. Floaters		
During 1975-76, on a trial basis, $147,823 representing 3,392 man-days were budgeted and were partially used to replace workers who were away for five consecutive days. The State cost control plan recognizes two positions, not one, when floaters are used; thus, productivity levels are severely hampered. The usage of floaters is recommended for discontinuance in 1976-77.	(13)	(147,823)
3. Bookkeepers		
Previously, E.T. II's working as Bookkeepers in income units have been budgeted at 360 per worker, and not designated in total caseload. For 1976-77, these special function positions will be identified separately. The justification for 1976-77 is as follows:		
AFDC = 7,548 ÷ 360= 21	21	238,644
Additionally, the Food Stamp Program will require two bookkeepers.	2	22,728

	Man-Years	Amount
SB 1980, passed during the current year, requires that all Medi-Cal applicants may be certified for eligibility for three months prior to the month of application and four months after discontinuance of cash benefits. Three positions will be needed to handle the increased workload.	3	$ 34,092
	26	$295,464

4. Reorganization

Reorganization of the Agency will result in the following adjustments in Economic Benefits:

Service Director	(1)	(28,140)
Secretary II	(1)	(12,324)
Admin. Svcs. Officer	(1)	(19,608)
Steno. II	(1)	(9,912)
Welfare Svc. Consultant (P.I.O.)	(1)	(24,552)
Supervising Clerk III	(1)	(14,052)
	(6)	$(108,588)

5. Non-Yardstick E.T.'s

Recommended new for 1976-77 are seven E.T. III's to service partial caseloads in each of the four income maintenance offices. These positions will mitigate the level of unassigned cases and fill-in for cases needing service.	7	$ 87,192

6. Funding Reductions

During 1975-76, the level of screeners (E.T.'s) was reduced from 16 to 8 in response to the State's Cost Control Plan. (These positions counted against overall productivity).	(8)	(60,608)
Two screeners are recommended for General Assistance to replace social workers decreased in other funding reductions.	2	22,728
	(6)	$ (37,880)

	Man-Years	Amount
7. SSI/SSP Monitoring The State indicated its intention to have the County monitor the SSI/SSP programs. Subsequently, this effort was abandoned, negating the need for one Clerk, six E.T.'s and one Supervisor.	(8)	$(91,020)
8. HR-1 Conversion During 1975-76, the continuing impacts of HR-1, and conversion of cases, decreased the need for staff. For 1976-77, staff involved can be decreased from 24 to 15.	(9)	(102,384)
9. Data Base Conversion The 1975-76 budget included five man-years in clerical time to assist in placing case records into the data base. These positions will not be used in this year. For 1976-77, it is recommended that 12 man-years in E.T. II be funded to convert records and train personnel to use the new system. Net change is +7.	7	89,448
10. Special Clerical Units include personnel for the Talmadge Act and handling WR-7. Workload adjustments will decrease 4.	(4)	(37,536)
11. During the course of the year, routine reclassifications, reorganization, and other miscellaneous adjustments will reflect a total cost increase of $11,052 in Economic Benefits in the budget.	0	11,168
Total- Economic Benefits	(15)	$ (159,247)

Human Services

1. The following adjustments relate directly to decreased Title XX funding for 1976-77. (Positions have been decreased sufficiently to allow for upcoming salary increases.)

		Man-Years	Amount
Adult Social Services			
Decreases:	Clerk II	(2)	$(18,768)
	Section Supervisor	(1)	(22,020)
	Social Work Supervisor I	(7)	(118,272)
	Social Worker III	(4)	(59,808)
	Social Worker II	(1)	(13,632)
Adjustment: Two Social Work II positions are to be converted to two Account Clerks to perform routine accounting functions associated with the Homemaker/Chore Program, and free up other workers.		(0)	(8,304)
Also, three Aides will be added to assist in case supervision.		3	28,152
		(12)	$(212,652)
AFDC-SAU Services			
Decreases:	Social Worker II	(4)	(54,528)
	Social Worker III	(4)	(59,808)
		(8)	(114,336)
Oakland Main Svc. :	Social Work Sup. I	(1)	(16,896)
AFDC-NON-SAU Services			
Decreases:	Clerk II	(1)	(9,384)
	Social Worker II	(10)	(136,320)
	Social Worker III	(2)	(29,904)
	Social Work Sup. I	(1)	(16,896)
		(14)	(192,504)
Community Resources & Employment			
Decreases:	Clerk II	(1)	(9,384)
	Steno. II	(1)	(9,912)
	Car. Dev. Spec. I	(2)	(33,792)
	Car. Dev. Spec. II	(1)	(19,212)
	Soc. Wef. Spec. I	(2)	(33,792)
	Soc. Wef. Spec. II	(1)	(19,212)
		(8)	(125,304)

2. The following reductions are recommended as a result of the State withdrawing reimbursement for Social Services provided to medically indigent General Assistance recipients.

		Man-Years	Amount
Decreases:	Clerk II	(4)	$ (37,536)
	Sec. Sup.	(1)	(22,020)
	Soc. Worker II	(19)	(259,008)
	Soc. Worker III	(7)	(104,664)
	Soc. Work Supervisor	(5)	(82,536)
		(36)	(505,764)

3. Caseloads in Adoptions justify a decrease of one Section Sup. for supervision, while concurrently there needs to be an additional journeyman position to handle cases (100% reimbursement); thus, an additional Social Worker III is recommended. 0 (7,068)

4. The Agency has requested that the Stepparent Adoption program included 1-1/2 man-years increase of Social Worker III to handle approximately 25 referrals per month. The concept of this program was approved in 1975-76 but was overlooked budgetarily.

Increase:	Soc. Worker III	1.5	22,428

5. The following positions were transferred to Snedigar Cottage budget and are reflected as decreases herein:

Decreases:	Soc. Work Supervisor I	(.5)	(8,448)
	Soc. Work Spec. I	(1.0)	(16,896)
	Transportation Wkr.	(1.5)	(15,894)

Other transfers during 1975-76 have included:

	Dep. Probation Officer to Probation Dept.	(1.0)	(17,772)
		(4.0)	(59,010)

	Man-Years	Amount
6. One additional Social Worker III is recommended for Protective Services to reduce cases pending action (220) with a general yardstick of 20 per month.	1	$ 14,952
7. In the Dependency Program Svcs Unit, one Senior Deputy Probation Officer is recommended to sit with courts and assist in placement of cases. Justification rests in elimination of field investigation and expedited case handling.	1	16,128
8. Decreased caseload in the Foster Home Unit will reduce positions:		
Clerk II	(1)	(9,384)
Ch. Wel. Wkr II	(6)	(98,568)
Ch. Wel. Sup. I	(1)	(18,552)
	(8)	(126,504)

9. The new Information & Referral Unit has been approved and will be reflected in 1976-77. Staff for the unit have been funded via transfers from other activities:

From	Pos.	To		
Income Maintenance	1	Div. Dir.	I&R Manager	0	0
AFDC-SAU	1	Voc Svcs Spec.	I&R Coordinator	0	2,844
AFDC-SAU	1	Clerk II	I&R Directory	0	0
AFDC-SAU	3	Aides	I&R Aides	0	0
Income Maintenance	1	Steno II	I&R Directory	0	0
Income Maintenance	1	Secy. I	I&R Manager	0	0

Increases - One Social Work Supervisor I will be added to supervise regular I&R social workers.	1	16,896
Decreases - Again reflecting overall reduced Title XX funding, six Social Workers are decreased (from 21 to 15), leaving 15 to provide I&R services.	(6)	(89,712)
	(5)	$ (69,972)

		Man-Years	Amount	
10.	Recommended for increase is the addition of one Social Worker III for the Parent Education program. This item is an increased level of service, based upon the success of the program to date.	1	$ 14,952	
11.	Reorganization of the Social Services Agency results in the following position adjustments for Human Services:			
	Reduction- Services Director	(1)	(28,140)	
	Increase - Director, Human Svcs.	1	31,008	
	Reduction - Steno II	(1)	(9,912)	
		(1)	(7,044)	
12.	Consultant time has been reduced to reflect actual usage and practice from 588 hours to 420 hours.	(.09)	(5,880)	
13.	In order to remain within State subvention, it will be necessary to reduce 3 Child Welfare Worker II's in the Licensing program (Point of Issue).	(3)	(49,284)	
14.	Miscellaneous adjustments and reclassifications result in a minor increase.	0	3,687	
	Total Change - Human Services	(95.59)		$1,420,071

Management Services	Man-Years	Amount
1. Reorganization		
The following adjustments will result from reorganization of the Social Services Agency approved in March 1976, within the Management Services Division:		
Principal Management Analyst	(1)	$(23,376)
Chief of Program Services	1	25,548
Supervisor, Program & Policy	1	22,020
Secretary II	1	12,324
Clerk II	(1)	(9,384)
	1	$ 27,132
2. Appeals Processing		
Three Appeals positions will be eliminated in 1976-77 by virtue of Section Supervisors screening cases prior to hearing and disposing of some administratively.	(3)	(48,348)
3. Quality Assurance Unit		
Eligibility requirements under Title XX justify the initiation of validating eligibility documents for recipients of social services; thus, 2 Quality Assurance Technicians and one Statistical Clerk are recommended to increase in 1976-77.	3	34,296
New regulations issued by the State require designation of a Quality Assurance Coordinator.	1	19,608
	4	53,904
4. Special Investigation		
Workload demands indicate the need for one new Investigator to pursue fraud cases involving alleged absent parents. Generally, at least 12 cases per month arise, and estimates are that one Investigator can dispose of 10 cases/per month.	1	16,740
General workload increases among SIU investigators justifies the need for one additional Clerk.	1	9,384
	2	26,124

	Man-Years	Amount	
5. Data Base Management/Systems			
During 1975-76, a total of 13 positions were approved as mid-year adjustments to implement the automated case management system. Included were 8 Programmers, 3 Program Analysts, and 2 System Analysts.	13	$ 185,266	
For 1976-77, the project's staffing will be complete with the addition of one Section Supervisor to provide liaison with staff of operations; plus one Clerk for support of staff.	2	31,404	
	15	$ 216,670	
6. The temporary nature of the DBM project, with slightly higher salaries for temporary personnel, as well as normal reclassifications and adjustments will increase total salaries $6,275.	0	6,275	
Total Change- Management Services	19		$281,757

	Man-Years	Amount
Financial Services		
1. Reorganization of the Agency expanded the role of the Fiscal Officer. To more accurately reflect total responsibility Agency-wide, this position and Secretary have been transferred to Agency Administration.	(2)	$(36,072)
2. New State regulations require a new reporting system and additional information to be gathered on overpayment errors. As a result, one additional Clerk II will be needed to fulfill the increased reporting requirements.	1	10,380
3. During 1975-76, a new program involving Family Support was implemented (October 1, 1975). Known as Title IV-D, new regulations provide that recipients may retain up to $25 of payments made by the spouse without negatively impacting the total cash grant. To implement this program, 5 man-years were approved. These positions will be discontinued at a later time when replaced by data processing systems. (75% of costs are reimbursed).	5	45,460
4. The expanded role of the Financial Services Division will include support for Office on on Aging. One Account Clerk and ASA I are offset by credits noted subsequently.	2	26,496
5. Miscellaneous reclassifications	0	1,282
Total Change- Financial Services	6	$ 47,528
Other Adjustments		
Differentials were found to be in excess for 1975-76, justifying a reduction in level budgeted.		(136,236)
Retirement- As in all County departments, this account was underbudgeted in 1975-76. An increase will be necessary for 1976-77 to bring contributions to the correct level.		42,935

	Man-Years	Amount	
FICA and Health benefits will decrease, along with the overall decreased number of positions.		$ (69,429)	
Salary savings will decrease with salaries.		(128,896)	
Total Change in Salaries & Employee Benefits	(85.59)		$(1,234,393

SERVICES AND SUPPLIES — Amount

1. Office Expense

Overall, this account will increase $134,435. However, this adjustment does not recognize the transfer of $103,235 to a new account for Reprographics. With Reprographics subtracted, the overall increase totals $237,670. Specific adjustments are, as follows:

-Postage costs will total $680,000, up $150,435 over the budgeted $529,565. This amount includes an allowance for higher actual experience during the current year, plus caseload adjustments of 5% (related to Aids) and the recent postal increase.

Outside Printing - This account was budgeted at $98,465 and will increase to $130,000. The recommended levels reflect both increased printing costs as well as the additional forms anticipated. Total increase - $31,535.

General Stores - This account was budgeted at $83,202 in the current year and is recommended at $125,000 for 1976-77. The $41,798 increase reflects an overexpenditure in this year's account to the extent of $105,000; 5% for caseload, 10% for inflation, and additional minor increases. There is some indication that demands by Federal and State levels for additional documents and forms are responsible for the increased costs in this account, as well as in outside printing (above).

Other increases in this account include minor equipment, envelopes and the printing of an I&R Directory with changes totaling an increase of $13,902.

As mentioned above, a total of ($103,235) appears as a decrease for transfer to a separate account (Reprographics).

Total Change in Office Expense 134,435

		Amount
2.	Reprographics Actual experience indicates that this account will be overexpended during the current year, and the appropriation covered via surpluses in other accounts. Printing costs will total $144,000 by the end of 1975-76. Combined with anticipation of additional cost increases, as well as 5% case Aid increases overall, the recommended level for 1976-77 is $165,600.	$165,600
3.	Maintenance of Equipment -Current requirements, and maintenance levels, indicates this account can be decreased $8,487.	(8,487)
4.	Communications This account was budgeted at $446,809 in the current year. Normal inflation, plus new charges for local calls lasting longer than 5 minutes, are estimated to increase the account $105,691. In addition, $12,000 will be required for the cost of relocating telephones as a result of reorganization of the Agency, plus installing a system for a new office in South County. Finally, $5,000 is recommended to support a new hot-line system in connection with the Information and Referral System. Total for 1976-77: $569,500.	122,691
5.	Transportation Included within this account for 1975-76 was:	

	Allowed	Recommend
Regular Mileage	$ 96,060	$ 121,850
Moving Expense	6,000	30,000
Freight	200	284
Court-Ordered Trans.	1,550	2,124

Mileage expenses are running high in the current year and are estimated to total $116,000 by the end of June. This amount, combined with an allowance for overall caseload growth, and field activity as projected in the reorganization of the Agency, is recommended to increase $25,790. Moving expenses are anticipated to be extensive as a result of the reorganization, and an additional $24,000 is recommended. Other adjustments are minor in this account. 50,448

Amount

6. Motor Pool

This account is budgeted at $108,903 in the current year. Charges indicate it will consume the entire budget. The initial adjustment recommended for 1976-77 is $12,097 for a total of $121,000 based upon additional field work and the general trend of decentralizing case work (including Eligibility) $ 12,097

7. Travel - amount recommended for Travel next year is $7,311. This reflects a $211 decrease in the central Welfare Administration budget. (211)

8. Special Departmental Expense

This account reflects a variety of items to be appropriated, but only two major adjustments:

1975-76 Allowed	1975-76 Recommend
$ 142,775	$ 676,644

The account includes films, books, and a variety of small items related to training. They totaled $11,275 in 1975-76 and are recommended at $15,680 next year.

This year's budget included $131,500 for purchase of a software data processing package. The actual contract now indicates that $48,000 will be all that is required in 1976-77.

Finally, in order to remain within the limitation of Title XX, a reserve for salaries has been placed in this account for the recommended budget. This factor generates an increase of $612,964. $ 533,869

Amount

9. Professional & Specialized Services

The following items make up this account, with adjustments indicated:

	Allowed	Recommend	Change
Med. Exams	$ 16,800	$ 7,080	$ (6,800)
Collections	292,106	315,281	23,175
P.S.T.'s	180,000	168,643	(11,357)
G.A, Phys.	20,330	22,200	1,870
JACKIE	3,600	4,800	1,200
Parent Ed.	2,400	2,640	240
Sec. Off	40,025	43,227	4,002
Food Stamp Fees	518,822	620,696	101,874
Foster Case Int. Contract	29,900	-	(-29,900)
	$1,103,983	$1,184,567	$ 84,304

The most significant changes include Food Stamp Fees, which are rising based on negotiated contracts. Foster Care contracts (emergency care) were transferred to the Snedigar Cottage budget. Collections activities are increasing, based upon new parent support laws (Title IV-D). $ 84,304

10. Data Processing Charges

The 1975-76 budget included $973,865 for DPC costs. This amount included costs of programming time in developing the data system. Actual development will be spread into part of next year, decreasing requirements along with refined estimates as implementation comes closer. The recommended level for 1976-77 is $908,523, or a total decrease of $65,342).

A complete services inventory (automated) will require $6,822 in funding for 1976-77 (new expense). (58,520)

11. Insurance

Allocations for this purpose are being transferred to another County budget. (93,319)

12. Rents & Leases of Equipment — Amount

A total of $162,964 was budgeted for 1975-76 in this account. A total of $234,287 is recommended for 1976-77 and is made up of the following:

	Allowed	Recommend	Change
Mail Meters	1,372	$ 1,895	$ 523
Telecopiers	2,950	7,500	4,550
Multilith	12,240	12,460	220
Copying	99,710	116,168	16,458
DBM Entry	0	63,000	63,000
Word Process	0	3,264	3,264
Mini Computer	44,292	30,000	(14,292)
Prog. Support	2,400	0	(2,400)
	$162,964	$234,287	$71,323

Major cost increases appear for copying costs, consistent with the increased demands for documentation in casework; and telecopiers (one for new office). Via lease purchase agreement, the current budget for rental of mini computers will decrease. The significant new cost item is $63,000 for a data entry equipment. This item relates directly to the data base management system development. $ 71,323

13. BMD Charges

While additional adjustments to the account are forthcoming, the recommended budget reflects an increase of $31,694 (from $1,138,428 to $1,170,122). Adjusments include a decrease of $68,306 resulting from closure of East Oakland and two increases - $60,000 for a new office in South County and $40,000 for additional space at Highland Hospital or in East Oakland. 31,794

14. Workmen Compensation

This account will decrease commensurate with salaries. (4,722)

15. Other Adjustments — Amount

The methodology used for charging building expenses will eliminate the need for several accounts budgeted in 1975-76. These items are now absorbed within BMD charges:

Household	$(42,309)
Small Tools	(320)
Utilities	(134,721)

Other miscellaneous adjustments including decreases of membership fees, clothing, and minor items total $(7,153). $(184,603)

Total Changes - Services & Supplies $856,69

OTHER CHARGES

Employment and Social Services

This account includes expenditure for Child Care and parental training funds (all in Human Services Budget). The total account is $281,195 for 1976-77, a decrease of $36,805 over the 75-76 level of $318,000. Adjustments include:

... Title IV-B Trng - $(20,000) due to State funding reductions and underexpenditure.

... Other Child Care - $(63,335) - actual experience down.

... Other special trng. funds are recommended for reduction $(5,000) based upon underexpenditure.

... WIN Child Care funds will increase pursuant to the most recent State allocation - $51,530. (36,805)

Maternity and Adoption Expenses

This account provides support for spcialized expenses connected with the adoption program such as psychometric testing, infant supplies (laundry), books and films. Testing costs are anticipated to rise from $4,500 to $5,800 contributing to the major change in this account while other items will decrease $(247). 963

Total Changes in Other Charges $(35,842

FIXED ASSETS

	Man-Years	Amount
The 1975-76 budget included $83,249 for equipment. This level was based upon additional staff and the need to replace equipment from previous years where there were conservative appropriations. For example, amounts appropriated in recent years were as follows:		
1971-72 - $141,661 1972-73 - 0 1973-74 - 22,641 1974-75 - 38,239 1975-76 - 83,249		
The recommended level for 1976-77 is $40,467. While the total reduction in personnel frees up equipment, major portions of the $40,467 are for the new data processing program and to sustain replacement of old items not replaced between 1972-73 and this year. By the end of fiscal year 1976-77, this account should reflect a stable replacement program and only significant staff changes.		$(42,782)
Total Change in Fixed Assets		$(42,782)

EXPENDITURE TRANSFERS (CREDITS)

This account reflected reimbursement of -$40,934 in 1975-76 for services of programmers provided by the Social Services Agency to the Family Support Division (FSD) of the District Attorney's Office. Due to a change in claiming procedures, all services rendered by the Agency to FSD will be received directly as "revenue" in 1976-77. A new "credit" for 1975-76 will be reimbursement of -$30,086 for administrative services rendered to the Office on Aging.		-(10,848)
Total Change in Credits		$-(10,848)
Grand Total Change in Expenditures	(85.59)	$ 445,470

REVENUE

Overall, revenues will increase $264,304 even though expenditures will decrease. (Discussion of revenue which are subject to "caps" are discussed in the general budget message). The specific changes by major revenue accounts are as follows:

	1975-76 Allowed	1976-77 Recommend	Change
State Administration	$-7,324,769	$ -9,085,353	$-1,760,584
Federal Administration	-16,395,324	-14,014,978	-(2,380,346)
Food Stamp Administration	-725,000	- 1,613,005	-888,005
Other	-38,939	-35,000	- (3,939)
	$-24,484,032	$-24,748,336	$ -264,304

The increase in State administration relates directly to increases anticipated for AFDC and Medi-Cal administration (eligibility), both of which are determined by cost control plans which do recognize normal caseload and cost of living increases. The decrease in Federal support reflects decreased Title XX funding, as well as revenues transferred to the Snedigar Cottage budget (over $400,000). Food Stamp administration revenues were understated in 1975-76 anticipating disallowances from previous years. The 1976-77 levels do not include any allowance for claim cuts.

Total Change - Revenue	$ 264,304
Total Change - Net County Cost	$ 709,774

BUDGET HIGHLIGHTS

Introduction

The discussion which follows presents some of the major changes in the 1976-77 Welfare Administration budget. Prior to addressing differences between the 1975-76 budget, and the recommended new levels, a brief explanation is offered regarding the request.

The recommended budget for 1976-77 is approximately $2.6 million below the request. The substantial difference evolved for the following reasons:

- . . . Budget preparation began in September 1975. Since that date, some caseloads have dropped and reduced projections and corresponding personnel justifications.
- . . . The budget request included 5 to 10% contingencies in data and personnel. These reserves were not included in the recommended budget.
- . . . After the request was developed, information on Title XX was received decreasing funding an additional $281,000. This necessitated reductions beyond those already in the request.
- . . . To a lesser extent than items above, the budget review resulted in adjustments based upon later information about expenditure patterns and removal of errors in appropriations in 1975-76.

Since caseloads are subject to fluctuation, increases during the last three months of this fiscal year may necessitate adjustments when final budget decisions are made. Concurrently, as charges are adjusted (communications, building maintenance, motor vehicle expense), it may be necessary to reduce personnel further to stay within funding limitations set on Title XX, AFDC, Medi-Cal, and Food Stamp allocations.

ACTIVITY	Man-Years	Amount
Title XX Reductions	(50.00)	$ (151,000)

The County has not received an increase in Title XX funds for 1976-77 In fact,the allocation was reduced from $6,869,528 to $6,586,767 (decrease of $281,761). This situation combined with the need to meet rising costs, including salary increases, will require extensive

BUDGET HIGHLIGHTS (Contd.)

ACTIVITY	MAN-YEARS	AMOUNT

reductions in service programs for 1976-77. The recommended budget reflects the following decreases in service programs:

Program	Positions	Amount
Adult Services	12	$212,652
AFDC Services	24	323,733
Community Resources	8	125,304
I&R	6	89,712
	50	$751,401 Program reductions

From the reduction, a reserve of approximately $600,000 has been set aside to pay anticipated salary increases which are distributed to Title XX programs.

Medi-Cal/G.A./Social Services (36.00) $ (506,000)

On August 28, 1975, the State of California indicated it would no longer reimburse the County for social services rendered to General Assistance recipients who were receiving Medi-Cal. While there has been extensive discussions with the State to restore funds, a total of $1.14 million was lost. To date, via adjusted claiming, $215,000 will be shifted to other revenues (IV-B and IV-C). The total new burden placed upon Title XX becomes $419,000. The balance of the deficit, $506,000, must be addressed through a reduction in program. Total reductions will be 36 man-years.

Reorganization (8.00) $(124,000)

In March of 1976, a reorganization of the Social Services Agency was approved for implementation. Identified apart from line operational savings are a net decrease of 8 man-years in administration as a direct result of reorganization. (The specific positions generating this saving are noted in the preceding summary.) More significant savings, not readily identified in the budget, but anticipated, will evolve through reduced splitting of various caseloads among offices.

Information and Referral (I&R) (1.00) $49,000

During the current year, a comprehensive study of I&R services throughout the County was conducted. Recognizing the critical need for restructuring services, the Social Services Agency received approval to redeploy limited Title XX funds and form a new unit. This action was consistent with the Federally-mandated policy that Title XX funds be used to provide I&R. The 1976-77 budget identifies the new I&R unit

BUDGET HIGHLIGHTS (Contd.)

ACTIVITY	MAN-YEARS	AMOUNT

as a part of the Human Services budget; however, organizationally, it will be independent and report directly to the Agency Director. Resources identified in the 1976-77 budget are as follows:

Item	Source of Funding	Net Impact
1 - Manager	(Div. Director)	0
1 - Coordinator	(SAU Services)	$2,844 (Salary Diff.)
1 - Clerk	(SAU Services)	0
3 - Aides	(SAU Services)	0
1 - Steno	(Income Maintenance)	0
1 - Secretary	(Income Maintenance)	0
1 - Supervisor	new	16,896
15 - I&R Workers	(Existing Service)	0
I&R Directories	(Partially funded)	1,800
I&R Hot Lines	new	5,000
Service Inventory	new	6,822
Total Net Budget Change		$49,562

Total I&R budget for 1976-77 will be $389,146 for all personnel, benefits, and operational costs.

Eligibility Workload Changes 20.00 $ 215,000

As the following data illustrates, it is difficult to generalize about the pattern of adjustments to caseload and jusitified personnel. Overall, there will be an increase. However, AFDC and Medi-Cal "Intake" workloads are projected to decrease which minimizes justification for substantially more personnel. This is especially acute in "Intake" since formulas are low relative to "Continuing" caseload.

	CASELOAD	
	Continuing Change	Intake Change
AFDC	2,026	(302)
BHI	90	83
GA	(397)	191
Indo-Chinese	250	56
Medi-Cal	1,140	(540)
Food Stamps	553	162
Misc. Support	N.A.	N.A.

(Miscellaneous support includes bookkeepers, control clerks and receptionists.)

BUDGET HIGHLIGHTS (Contd.)

ACTIVITY	MAN-YEARS	AMOUNT

Budgetary Impact

	Man-Years	Amount
AFDC	(13)	$(159,480)
BHI	4	45,456
GA	7	90,576
Indo-Chinese	6	68,292
Medi-Cal	(10)	(124,404)
Food Stamps	1	708
Bookkeepers	26	295,464
Control Clerks	(3)	(28,152)
Waiting Room Spec.	(1)	(10,284)
	17	$ 166,260

The dramatic increase in bookkeepers, 26, occurs as they are being identified independent of AFDC and Medi-Cal for the first time which contributes to the decrease in those two programs. Actually, only four are new, but budgetarily it appears as an increase of 26. The following table illustrates actual adjustments;

	Actual Change (with bookkeepers in regular caseload)	
AFDC	8	$ 79,164
BHI	4	45,456
GA	7	90,576
Indo-Chinese	6	68,292
Medi-Cal	(7)	(90,312)
Food Stamps	3	23,436
Control Clerks	(3)	(28,152)
Waiting Room Spec.	(1)	(10,284)
	17	$ 166,260

Illustrated for the first time are personnel, six, for Indo-Chinese refugees. The six are to be supported by Federal reimbursement if made available in 1976-77. If revenues are not forthcoming, then these staff will be transferred to AFDC along with the cases.

Note: The Agency requested a total of 10 positions in G.A. In doing so, the caseload per worker (E.T. III's) would have been lowered from 130 per worker to 100. This request is presented as a Point of Issue.

BUDGET HIGHLIGHTS (Contd.)

ACTIVITY	MAN-YEARS	AMOUNT
Data Base Management	21.00	$305,000

During 1975-76, further steps were taken to implement an automated system to assist in the management of income maintenance caseloads. A total of 13 positions, temporary for design of the project, were approved. Nine more are recommended in the budget at this time to complete staffing requirements, including ET's for the conversion process. The new system is to become operational in February.

Data Processing Costs	0	$(85,000)

Related to the above item are overall major costs related to the data processing system. They are as follows:

	Allowed	Recommend
Central Data Processing	$ 973,865	$ 908,523
Data Entry Equipment	0	63,000
Software Rental	131,500	48,000
	$1,105,365	$1,019,523

Total Change $(85,842)

Cost Control Plan	(21.00)	$(201,000)

During 1975-76, on a trial basis, the Agency experimented using intermittent Eligibility Technicians for regular ET's who were scheduled to be away from work 5 days or more. For 1976-77, usage of the Floaters is recommended to discontinue due to the negative impacts upon the County's productivity level in the State's cost control plan. Specifically, the State's cost control plan provides measurements of number of staff employed, whether present at work or not. As a result, when time studies are made and an ET is away, the County is assessed as having two people manning the caseload rather than one. Thus, continuing usage of Floaters detracts from productivity and could result in the County being penalized in its allocation. Note, cost control plans and allocations are now in effect for AFDC, Food Stamps, and Medi-Cal programs. A total of 13 man-years will occur via this reduction.

Another impact of the cost control plan was the need to discontinue using 8 Screeners during Intake procedures. When the State implemented the cost control plan, it was found that the total number of screeners (16) was too high and would significantly detract from productivity levels. 8 Screeners are still in usage and along with receiving credit for work accomplished by regular Intake workers, the County has moved towards increasing productivity in the Intake process. (Prior to this process, Alameda County had the poorest productivity level of all major counties in California.)

BUDGET HIGHLIGHTS (Contd.)

ACTIVITY	MAN-YEARS	AMOUNT
Non-Yardstick ET's	7.00	$ 87,000

The Social Services Agency is proposing the establishment of 7 ET III's to be located among 4 Income Maintenance offices and service partial caseloads. The distribution of these personnel will address the problem of excess cases pending which now occurs when personnel are not immediately available to service the case. Usage of these positions is considered cost effective in that regular workers will not be assigned until a full new caseload has developed. Currently there is a resistance to transfer, and this combined with many partial caseloads distributed throughout the County, makes position assignments difficult to manage and leaves cases unattended.

Placement Supervision	(8.00)	$(126,000)

In an effort to further minimize the expenditure of limited Title XX social service funds, the Agency has decreased its social service to "non-aided" cases in foster homes. The impact, along with other decreasing experience, will permit one placement unit to be phased out.

Appeals	(3.00)	$(48,000)

The Agency has implemented a new procedure whereby section supervisors screen proposed referrals to the Appeals Unit. This process will reduce referrals by approximately 900 cases, justifying a net reduction of 3 Appeals Officers.

Quality Assurance	4.00	$(54,000)

There are indications that greater accountability and expenditure control are forthcoming upon Title XX social service funds. Title XX itself requires that eligibility determinations be made for services. As a result, quality assurance procedures must be implemented and two technicians deployed to validate eligibility documents. Further, to assist in this effort, as well as the efforts of two existing AFDC Validation Units, which involve extensive statistical work, one Statistical Clerk is recommended. Finally, the State has issued a regulation requiring that an individual be designated as Quality Assurance Coordinator. In order to meet the requirement, as well as provide supervision of the two existing units, and extend efforts at validating Title XX, one additional position of Coordinator is recommended.

BUDGET HIGHLIGHTS (Contd.)

ACTIVITY	MAN-YEARS	AMOUNT
Financial Services	6.00	$ 48,000

Several budgetary adjustments will increase Financial Service staff for 1976-77. First, five additional accounting personnel were added during the current year in response to new Title IV-D regulations. Additional staff was needed since complicated calculations, and an exchange of funds, must now be made for spousal support. One additional position will be required to meet additional reporting requirements regarding overpayment errors. Finally, as a result of reorganization, the Financial Services Division will provide support to the Office on Aging, including assistance in contractual management. One Account Clerk and one ASA I will be placed with Financial Services, with their expenses to be offset by credits.

Services & Supplies	0	$322,000

Slightly increasing caseloads, combined with inflation will cause serious increases in costs for service and supplies. These include:

. . . Office expense and Reprographics - up $299,000 total with major adjustments in postage $150,000; all printing increasing $93,000; general supplies going up $42,000; and other miscellaneous items totalling $14,000.

. . . Inflation, relocation and installation of new telephones are expected to increase costs $122,000.

. . . Total transportation increases are budgeted to be $62,000.

. . . Specialized Services, primarily in food stamp fees, will increase $84,000.

. . . Building and maintenance costs are up $32,000.

. . . Other adjustments for over appropriations in the current year will provide a decrease of $277,000.

Other Service Adjustments	(12.59)	$(127,000)

The 1975-76 budget includes a vast array of adjustments in service personnel, of lesser programmatic significance, than those previously discussed. In summary fashion, they include 1.5 man-years additional for the Step-Parent Adoption program; a Social Worker for protective services to investigate child abuse, a Senior Deputy Probation Officer

BUDGET HIGHLIGHTS (Contd.)

ACTIVITY	MAN-YEARS	AMOUNT

to work in the Dependency Section with the courts; one additional worker to assist the Parent Education program. Other items include the addition of one Investigator and Clerk for pursuing cases involving welfare fraud; and two General Assistance Screeners to replace Social Workers lost in funding from Social Services Medi-Cal. Major reductions result in the HR-1 conversion unit and the SSI/SSP monitoring units which account for a reduction in 17 man-years; a reduction in consultant time (.09 man-years); a decrease of 4 clerical positions associated with eligibility support activities, and $7,000 saved in the Adoption program through usage of lower salary position. Altogether, these adjustments generate a reduction of $127,000. However, the bulk of this reduction are in areas not involving any net County funds; thus, the reduction becomes less significant.

Miscellaneous Salary Adjustments	0	$ 42,000

Beyond gross salary levels, several adjustments occur during 1976-77 which will have a net impact of increasing the budget $42,000. These include: salary differentials were overstated $136,000 in the current year and can be reduced accordingly; as was the case throughout the County, retirement costs need to be increased $66,000; along with the reduction of salaries for personnel, salary savings decreased as well $166,000 which budgetarily increases costs; FICA and Workmen's Compensation will decrease along with salaries $54,000.

Underreimbursement - Licensing	(3)	$(56,183)

The County has been providing licensing services under contract with the State which does not adequately reimburse the County for all costs. It is recommended that caseload levels be increased for each staff. Doing so permits a reduction in staff and remaining within the State subvention (Point of Issue).

Other Miscellaneous Decreases	0	(68,000)

Other Charges which include accounts for child care, are projected to decrease $35,000 based upon the current year's experience. Also decreasing will be equipment, which is recommended for $40,000 as opposed to $83,000 in the current year. Finally, Credits for services to other departments will decrease from $40,000 to $30,000. This last item has a negative impact upon the budget and, thus, is reflected as an increased cost.

Budget Hearing

☐ POLICY MATTER (Funds Included)

☒ POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
350 - Economic Benefits	SOCIAL SERVICES AGENCY

TITLE	AMOUNT
Lower Caseloads - General Assistance ET's	$ 42,502

DESCRIPTION:

The recommended budget has included 10 Eligibility Technician III's to handle 1300 General Assistance cases specifically identified as being employable (known as Class I and Class II recipients). Normally, these personnel would be assigned 130 cases. However, due to the intensive efforts required to involve recipients in the Employment Preparation Program (EPP) and conduct follow-up work on referrals to work sites, and monitor a recipient's efforts to secure employment, a caseload of 100 was requested by the Agency.

The net impact of the lower caseload would result in an increase of 3 additional positions. Since this is a new program, the Agency has not had sufficient time and experience with the program to thoroughly evaluate the justification for assigning cases on the basis of 100 to one worker. Therefore, the lower caseload is not recommended at this time.

Budget Hearing 1976-77

☐ POLICY MATTER (Funds Included)

☒ POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
351 - Human Services	SOCIAL SERVICES AGENCY

TITLE	AMOUNT
General Assistance Services	$169,495

DESCRIPTION:

During 1975-76, the State of California withdrew $1.14 million in revenues which served to offset the cost of social services provided to the medically indigent. To a considerable extent, these revenues were utilized to support Social Service Workers working in the General Assistance Program since many recipients were eligible for Medi-Cal. For 1976-77, the Agency has proposed to reduce personnel providing social services to the General Assistance caseload from 35 to 11.

Specifically, one regular service unit would be sustained for General Assistance recipients. This unit would include two Clerks, five Social Worker II's, two Social Worker III's, the Supervisor, and one Vocational Services Specialist II. Services provided would include helping recipients secure emergency aid such as housing and food, receive health care, and counseling on employment and family problems. Total G.A. caseload for 1976-77 is 3,940 cases.

This item is presented as a Point of Issue since continued funding, at any level, would be entirely at County expense. For a number of years, the County enjoyed State reimbursement of these services because recipients were also on Medi-Cal. The withdrawal of revenue necessitates that the County respond and reduce service accordingly. Doing so will not impact the grants paid by the County to recipients, nor their receipt of Food Stamps or Medi-Cal. Social service activities will have to be picked up by the new I&R Unit and there will be greater dependency upon non-County community services. It may be that service linkage for G.A. recipients can be negotiated into upcoming Revenue Sharing contracts to mitigate the loss in G.A. service funding.

Budget Hearing 1976-77

☐ POLICY MATTER (Funds Included)

☒ POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
351 - Human Services Department	SEE NOTE BELOW

TITLE	AMOUNT
Under-Reimbursement for Licensing Services	$56,183

DESCRIPTION:

NOTE: The County Administrator and Social Services Agency agree that expenditures for this program should remain within State subventions. In order to do so, workloads have been increased in the recommended budget, and 3 budgeted positions deleted. The matter is presented as a "Point of Issue" to highlight the problem and report the recommended budget change.

The State of California contracts with the County to issue licenses for facilities providing day care to children and convalescent care to adults. Associated with licensing procedure are the processing of renewals, handling complaints, and inspection of facilities.

The State pays the County approximately $65 per case per year. Actual County costs are running 24% above State reimbursement (over $80).

Because of the State's practice, it is recommended that workload levels be increased sufficiently to permit a reduction in personnel costs so that they are within State reimbursement levels. The impact of workload adjustments necessary are illustrated as follows:

	Present		Recommend
Intake/Cases Per Staff (month)	10	(+24%)	12.4
Continuing/Cases Per Staff (month)	180	(+24%)	223

The anticipated workload for 1976-77 is 62 Intake cases (per month) and 1,488 continuing cases (per month). Thus, the following level of staff is recommended:

Intake	Continuing
$\frac{62}{12.14} = 5$	$\frac{223}{1,488} = 7$

Total Recommended = 12
Currently Budgeted = 15

Net Reduction (3)

POINT OF ISSUE (continued)

The total amount of three positions (Child Welfare Worker II's) with benefits to be reduced is $56,183. This reduction represents a net County savings in that if the positions were sustained, they would be borne at County cost.

There is another method for addressing this problem of under-reimbursement. Since the State has seen fit to under-reimburse the County, it may be appropriate to return administration of the entire licensing program back to the State. This action would protect the County against being burdened with costs which are clearly the State's responsibility.

BUDGET UNIT SUMMARY REPORT
353 - SNEDIGAR COTTAGE

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	534,587	624,113	543,817	9,230	1.7
SERVICE & SUPPLIES	173,986	187,874	182,414	8,428	4.8
OTHER CHARGES	19,515	39,030	97,998	78,483	402.2
FIXED ASSETS	2,992	3,093	3,093	101	3.4
EXPENDITURE TRANS. & REIMBS.	0	0	0	0	0
TOTAL EXPENDITURES	731,080	854,110	827,322	96,242	13.2
REVENUE	20,202	17,500	493,936	473,734	2345
NET COUNTY COST	710,878	836,610	333,386	(-377,492)	(-53.1)
MAN-YEARS	37.99	42.85	36.67	(-1.32)	(-3.5)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Snedigar Cottage ADA*	53	42	43	(-10)	(-18.9)
Man-Years	36.49	34.85	32.92	(-3.57)	(-9.4)
Emergency Foster Home Beds	55	75	75	20	36.4
ADA*	25	38	55	30	120
Man-Years	1.5	3.0	3.75	2.25	150
*Average Daily Attendance					

DISCUSSION SUMMARY

Snedigar Cottage performs the following functions:

Protective Custody - Protecting and caring for homeless, dependent or neglected children, ages 12-17, by providing short-term physical care. Effective January 1, 1976, the 6-11 age group was removed from Protective Custody to Emergency Foster Home Care. In addition, children under 12 may be referred to protective custody by order of the courts.

Emergency Foster Home Care - Providing custodial emergency foster home care for children age 0-11. Effective July 1975, administrative responsibility for the existing Emergency Foster Care Program (ages 0-5) was transferred from the Foster Home section of the Social Services Agency to Snedigar Cottage. Effective Jan. 1, 1976, the Emergency Foster Home program was expanded to include children 6-11 years of age.

SUMMARY OF CHANGES

SALARIES & EMPLOYEE BENEFITS	Man-Years	Amount
1. Transfer of 4 positions from 350 budget for implementation and expansion of the Emergency Foster Care program.	4.0	$ 48,372
2. Deletion of 4.26 man-years based on the projected reduction in the protective custody average daily attendance at Snedigar Cottage from 65 in 74-75 to 53 in 75-76 to 43 in 76-77. This figure represents 1/2 year funding for the 6-11 age units, which were deleted 1/1/76.	(-4.26)	(-44,894)
3. Deletion of post position & relief coverage based on reduction in Snedigar Cottage population.	(-1.02)	(-8,744)
4. Deletion of intermittent relief staff covered by overtime request. The formula for post position coverage was changed for FY 76-77 to delete overtime from post position intermittent coverage.	(-.04)	(-364)
5. Overtime		14,943
a. Additional holiday overtime required as a result of the title change from Group Counselor I & II to Child Care Worker II and Supervising Child Care Worker. This title change removed staff from the provisions for public safety personnel to FLSA coverage.		$6,505
b. Additional overtime required for meetings to bring together shift assigned staff. No time for this was appropriated in 75-76 budget.		3,036

				Amount	
c.	Reduction in over-time for supervisory and staff training sessions. This money is allocated for expenditure on an as-needed basis should classes be scheduled on off-duty days.	$(-1,855)			
d.	Additional half-time for staff unable to have a free on-duty ½ hour meal period (per PJI Memo of Understanding)	7,257			
6.	Differentials			$ (-1,874)	
7.	Benefits and salary savings factors as follows:			1,791	
a.	Salary savings decrease	$ 197			
b.	FICA, Retirement & Health Insurance	1,594			
	Subtotal		(-1.32)		$ 9,230
SERVICES & SUPPLIES					
8.	Decreases resulting primarily from reduced Snedigar Cottage population.			(-7,970)	
a.	Clothing & Personal Supplies	(-650)			
b.	Household Expenses	(-2,660)			
c.	Laundry Service & Supplies	(-1,128)			
d.	Food	(-3,532)			

		Amount
9.	Increases in operating costs primarily due to inflation, from $6,729 to $9,242, resulting in an increase of $2,513.	$ 2,513
	a. Office Supplies $ 207	
	b. Reprographic svcs. primarily for expanded Emergency Foster Home program 525	
	c. Maintenance-Structures & Improvements; amount transferred mid-year from BMD space rental. 425	
	d. Maintenance of Equipment 391	
	e. Maintenance of Electronic Equipment 65	
	f. Communications 1,200	
	g. Prof. & Spec. Svcs. (-300)	
10.	Increase in transportation & transportation MV usage from $1,639 to $15,497 for an increase of $13,858.	13,858
	a. Transportation costs for Emergency Foster Home Coordinator-includes transfer of charges from 350 budget 1,500	
	b. Transfer of 2 vehicles from 350 budget for EFH 4,787	
	c. Increased MV cost based on new pre-hearing process requiring daily trips to 400 Broadway; expansion of Emergency Foster Home program to include 6-11 year olds; an underbudgeted amount of approximately $3,000 for MV usage in 75-76 and a projected 20% increase in usage fees. 7,571	

			Amount	
11.	Increase in Compensation Insurance		$ 27	
	Subtotal			$ 8,428
OTHER CHARGES				
12.	Care of Court Wards			78,483
	Increase in expenditures resulting from expansion of emergency foster home beds and ADA, including transfer of monthly retainer charges from 350 budget.			
	a. Retainer Charges	$45,000		
	b. Daily rate	33,483		
FIXED ASSETS				
13.	Recreational equipment		2,210	
14.	Drinking fountain in activity area		341	
15.	Fire Retardant Drapes in dining room		437	
16.	Portable Dictation equipment for Emergency Foster Home Coordinator		105	
	Total Fixed Assets Recommended		3,093	
	Less Current-year Allowed		(-2,992)	
	Sub-total			101
	Total Change Recommended	(-1.32)		$ 94,687
REVENUE - Increase from $20,202 to $493,936:				
17.	Milk Program		1,250	
18.	Federal revenue formerly included in 350 budget		474,086	
	a. Title XX revenues	$409,242		
	b. Title IV-B revenues	64,844		
19.	Care of Juvenile Court Awards		(-1,602)	
				473,734
	Net County Cost			$(-377,492)

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Emergency Foster Home Program	4.0	$135,872

Effective July 1975, administrative responsibility for the existing Emergency Foster Home program (0-5 age group) was transferred from the Foster Home Placement Section of Welfare to Snedigar Cottage. Beginning Jan. 1, 1976, the program was expanded to include the 6-11 age group. Major budget increases here include $48,372 for the transfer of Emergency Foster Home staff to Snedigar and $730 for minor operating expenses.

The Care of Court Ward expenditures account represents projected expenditures for the Emergency Foster Home monthly retainer fee of $50 per bed and for the $6 per day payment for actual bed occupancy. An increase of $45,000 for the retainer reflects the transfer of $10,500 in retainer charges from the 350 budget and the projected expansion from 55 to 75 available beds. The 1975-76 budgeted amount of $19,515 for the daily rate charge was based on a half-year operation. An increase of $33,483 is projected to account for the County cost for a full-year operation and for expansion of the daily bed usage from 25 to 55. Only 44% of the projected cost of daily bed usage is included here. The charges for the remaining 56% are included in the AFDC-BHI budget.

Transportation cost increases include $6,287 transferred from the 350 budget for the Emergency Foster Home Coordinator's transportation expenses and for the use of 2 motor vehicles. An increase of $2,000 is based on the expansion of the Emergency Foster Home program, changes in the pre-hearing process which require daily trips to 400 Broadway and a projected 20% increase in usage fees.

Reduction in Snedigar Cottage Population	(-5.28)	(-61,608)

Effective Jan. 1, 1976, the 6-11 age groups housed in the Cottage were moved into Emergency Foster Homes. Budget decreases are based on the average daily attendance dropping from 53 to 43 to include only 12-17 year olds and those children under 12 who are referred to the Cottage by court order. This figure represents a reduction of $53,638 in salary costs and a decrease of $7,970 in operating expenditures.

Transportation	5,571

Transportation cost increases of $4,571 for the cottage protective custody program are based on changes in the pre-hearing process which require daily trips to 400 Broadway, underappropriation of approximately $3,000 in the 75-76 budget and a projected 20% increase in usage fees.

ACTIVITY	AMOUNT
Overtime	$ 14,943

A net increase of $6505 for additional holiday overtime is required as a result of the title change of Snedigar staff from Group Counselors I and II to Child Care Worker II and Supervising Child Care Worker. This title change removed staff from the provisions for public safety personnel to FLSA coverage. Overtime for staff meetings is provided for at an expense of $3,036. No allocation to allow shift staff to meet together has been provided for in the past. An additional $7,257 is appropriated for staff unable to have a free on-duty 1/2 hour meal period, per the PJI Memo of Understanding. A reduction of $1,855 for training overtime is based on the reduction in protective custody staff.

Increased Program Revenues	474,086

Titles XX and IV-B revenues generated by the Cottage were previously included in the 350 budget. To provide a more accurate accounting of net County cost for Cottage programs, these revenues will be transferred to the Cottage budget. These allocations include $409,242 of Title XX revenue and $64,844 allowed under Title IV-B.

MB:ng
3-5-76

SOCIAL SERVICES AGENCY
BUDGET UNIT SUMMARY REPORT
356 - WELFARE ATTENDANT CARE & HOMEMAKER PROGRAM

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 67,451	$ 45,006	$ 0	$ (67,451)	100.0
SERVICE & SUPPLIES	6,117	4,939	0	(6,117)	100.0
OTHER CHARGES	4,150,692	5,569,103	4,700,096	549,404	13.0
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$4,224,260	$5,619,048	$4,700,096	$ 475,836	11.0
REVENUE	-4,120,239	-5,619,048	-4,700,096	-579,857	15.0
NET COUNTY COST	$ 104,021	$ 0	$ 0	$ (104,021)	(100.0)
MAN-YEARS	7.0	4.0	0.0	(7.0)	(100.0)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Monthly Ave. Grant Caseload	3,900	4,246	4,000*	138	1
Grant Amount	$88.69	$109.30	$109.30	$20.61	23
Monthly Ave. of Cases Serve - Direct	50	26	0	(50)	100

* In Feb. 1976, a comprehensive case review was begun which decreased many cases.

DISCUSSION SUMMARY

This budget appropriates State and Federal funds for payment of grants to recipients needing in-home care. Recipients receiving grants employ a person of their choice to perform domestic household tasks directly related to keeping the recipient in his or her home.

This program is mandated upon the County by Title XX; however, unlike other Title XX programs, it is entirely Federally and State funded.

SUMMARY OF CHANGES

EXPENDITURES	Man-Years	Amount	
1. Reduced number of Homemaker Aides from 7 to 0; Salaries & Benefits reduced $67,451 Service accounts from $6,117 to 0.	(7.0)	$(73,568)	
2. Increase in grants from additional State allocation.		549,404	
Total Expenditure Change Recommended	(7.0)		$475,836
REVENUE			
3. Increased subvention from State.			579,857
Total Net Change Recommended			$(104,021)

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Reduction in Homemaker Aides	(7.0)	$(73,568)

Since 1973, Alameda County has gradually phased out the usage of Homemaker Aides in programs formerly functioning within the Health Care Services Agency. During 1975-76, 3 Aides left their positions, reducing the level from 7 to 4. The 1976-77 budget reflects the remaining 7 as discontinued. Total decrease is $73,568.

Increased State Support for Grants $ 549,404

On April 8, 1976, the County received confirmation that it could expect its allocation for Homemaker/Chore program to increase. This adjustment will be effective during 1975-76 and offset anticipated cost overruns substantially. The recommended $4,700,096 for the budget in 1976-77 is the estimated allocation made by the State for 1975-76. This additional allocation plus utilization of the displaced Aide salaries will increase the amount available for grants $549,404.

Revenues Increased $-579,857

As alluded to above, revenues will increase pursuant to the State's allocation. Revenues are greater than expenditures in that the 1975-76 level did not offset the total expenditure appropriation. For 1976-77, revenue will balance with expenditures and reflect no net County cost.

BUDGET UNIT SUMMARY REPORT
358 - Family Support Division

FORM 104-B

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$1,409,648	$1,645,427	$1,587,581	$177,933	12.6
SERVICE & SUPPLIES	387,158	376,195	375,364	(11,794)	(3.0)
OTHER CHARGES					
FIXED ASSETS	24,243	20,358	13,160	(11,083)	(45.7)
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$1,821,049	$2,041,980	$1,976,105	$155,056	8.5
REVENUE	-369,500	-1,085,500	-1,526,105	--1,156,605	313.0
NET COUNTY COST	$1,451,549	$ 956,480	$ 450,000	$(1,001,549)	(69.0)
MAN-YEARS	101.92	113.92	112.34	10.42	10.2

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Referrals	12,500	13,500	13,500	1,000	8
Interviews	15,000	16,000	16,000	1,000	6.7
Accounts	13,000	15,000	15,000	2,000	15.4
Civil Complaints Filed	3,500	4,900	4,900	1,400	40.0
Criminal Complaints Filed	500	800	600	100	20.0

DISCUSSION SUMMARY

The Family Support Division (FSD) operates to locate absent parents and cause them to support their dependent children. To carry this out, the Division's activities include: investigation and interviewing of absent parents for support; establishing and maintaining child support accounts; collecting, recording and disbursing payments received on these accounts; investigating and enforcing delinquent accounts; initiating civil and criminal complaints to establish paternity; enforcing and modifying existing orders, obtaining orders of support, assigning wages; investigation and prosecution of welfare fraud relating to child support.

Effective October, 1975, new responsibilities were imposed on the Social Services Agency and the Family Support Division as part of the new Federal IV-D child support program, requiring the maintenance of extensive accounting and child support repayment information by individual case.

(Continued)

DISCUSSION SUMMARY (Contd.)

As well, the new regulations require the Family Support Division to assume investigative responsibility for the URESA "responding" caseload, formerly carried out by the Probation Department. The URESA (Uniform Reciprocal Enforcement of Support Act) function includes all activities related to interstate and intercounty cooperation in the investigation and collection of absent parent support. FSD has always had responsibility for the "initiating" URESA caseload, where civil action is filed in Alameda County and the parent is outside of the County or State. The newly acquired responsibility is for the "responding"caseload where civil actions have been filed in other counties or states and the absent parent is located in California. The new caseload will average 180 cases per month. The new IV-D regulations paved the way for Plans of Cooperation between FSD and the Department of Benefit Payment, the Social Services Agency and the Probation Dept. which were drawn up during FY 75-76.

In FY 75-76, FSD was able to claim administrative costs for both welfare and non-welfare activities. Unless new legislation is passed to continue this reimbursement, no Federal funds for non-welfare activities are forthcoming for fiscal year 76-77. FSD will continue to claim welfare administrative costs, with sharing of expenditures divided 75%/25% between Federal and County sources. Approximately 72% of FSD administrative costs are welfare-related.

The Support Enforcement Incentive Fund (SEIF) provides Federal and State revenue to the County for successful welfare-related collection efforts. SEIF rates are applied to the total collection less an incentive amount (disregard) paid to welfare parents who cooperate in FSD efforts to locate the absent parent. The Federal government will reimburse 25% of this amount for the first 12 paying months of an account and 10% thereafter. The State contributes a flat 8.75%.

The Family Support Division is a self-supporting operation. Expenditures of $1,976,105 for 1976-77 are offset by $1,526,105 in revenue returned to FSD. The remaining $450,000 shown as net County cost, represents: a) $350,000 in collections recovered by the Family Support Division which are included in the Welfare Dept. budget (#350) as reimbursements for AFDC grant expenditures, and b) $100,000 for a disallowance to be imposed by the State, owing to cost-of-living increases inappropriately claimed.

SUMMARY OF CHANGES

SALARIES & EMPL. BENEFITS	Man-Years	Amount	
An increase from $1,409,648 to $158,758 includes the following:			
1. Full-year funding of positions for new IV-D requirements; positions were phased in during 75-76. Positions include Acct. Clerk I, Interviewer, Process Servers and a Support Enforcement Collection Officer.	5.42	$58,921	
2. Addition of an Asst. Staff Analyst position, to follow up on the filing of claims and coordinate plans of cooperation between FSD and other agencies and provide staff assistance to Lt. of Inspectors.	1.00	12,288	
3. Addition of Asst. Dist. Atty. I position to supervise the Legal Section, owing to an increase in civil court filings of 40% in the current year and an additional 40% projected for fiscal year 76-77.	1.00	32,244	
4. Addition of 1 legal steno for newly acquired legal duties for the URESA responding caseload.	1.00	10,848	
5. Addition of 1 Inspector I and 1 Support Enforcement Collections Officer for newly acquired responsibility for the URESA responding caseload.	2.00	30,072	
6. Salary savings increase @ 9.4% savings based on new positions.		(13,979)	
7. Salary reclassification of Supervising clerical positions and mid-year 2% salary increases for Inspectors.		4,344	
8. Increase in fringe benefits from $230,104 to $273,299 as follows:			
Retirement $26,699 FICA 6,753 Health Ins. 7,163 Other Benefits 2,580		43,195	
Sub-total - Salaries & Employee Benefits	10.42		$177,933

SERVICES & SUPPLIES	Man-Years	Amount
A decrease from $387,158 to $374,614 includes the following:		
9. Net decrease in office expense and reprographics services from $63,770 to $63,460, based on reduction in new office equipment requested.		$ (310)
10. New cost of $2,000 for improvements on newly acquired footage in Latham Square Bldg.		2,000
11. Increase from $1,600 to $2,400 for maintenance of office equipment allowed in 75-76.		800
12. Increases in maintenance of electronic equipment from $1,650 to $2,707, per GSA estimates. This account was under-budgeted by $488 in FY 75-76.		1,057
13. Increase from $16,989 to $19,834 in communications costs, based on additional phones for new staff allowed in 75-76 and Communications Dept. estimates.		2,845
14. New transportation cost of $2,000 for mileage and parking fees for 3 new process servers hired during 75-76.		2,000
15. An increase from $24,364 to $25,585 for transportation - MV, for the addition of 1 Inspector in FY 76-77.		1,221
16. An increase from $2,460 to $3,500 in travel expenses to allow for Alameda County hosting of Calif. DA Investigators' Conference and new Alameda County membership on DA Family Support Council Executive Board.		1,040
17. Increase from $15,000 to $17,120 in Special Departmental expense for DA-FSD revolving fund. 96% of this money is made payable to County Clerk for filing fees.		2,120

SERVICES & SUPPLIES (Contd.)

		Amount	
18.	Reduction from $40,934 to 0 for Professional & Specialized Svcs. of FSD programmers, who will be included in Social Services Agency Budget.	$(40,934)	
19.	Increase from $123,578 to $149,623 in Data Processing Services, per DPC estimate of charges.	17,045	
20.	Decrease from $12,056 to $10,240 in rents and leases of equipment.	(1,816)	
21.	Increase from $6,653 to $8,366 in compensation insurance.	1,713	
22.	Elimination of $575 cost for membership dues and subscriptions.	(575)	
	Sub-total - Services & Supplies		$(11,794)

FIXED ASSETS

Decrease from $24,243 to $13,160 as follows:

Equipment for new positions recommended 76-77	4,442	
Replacement Equipment	4,155	
New office equipment	4,563	
	13,160	
Less 75-76 Allowed	24,243	
Sub-total - Fixed Assets		(11,083)
Total Expenditures		$155,056

REVENUE

An increase from $369,500 to $1,526,105 includes:

REVENUE (Contd.)

	Amount
• Revenue for 76-77 welfare-related administrative costs, previously shown in Welfare Dept. budget (#350) is included in the FSD budget for the first time. The projected amount of $1,067,907 is based on 75% Federal reimbursement for welfare activities which represent 72% of total expenditures of $1,976,105. This amount will be reduced by $100,000 owing to a disallowance for cost-of-living increases inappropriately claimed during the past two years.	$ 967,907
• SEIF revenue from Federal and State sources is projected to be $553,858 for 76-77; this is a new account in the FSD budget which was previously included in total Welfare Dept. revenue (#350 budget).	553,858
• An increase from $1,500 to $4,340 is projected for collections of court costs and attorney fees.	2,840
• A decrease of $368,000 for non-welfare activities is projected, owing to the termination of Federal revenue for these efforts.	-(368,000)
Sub-total - Revenue	$-1,156,605
Net County Cost	$(1,001,549)

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
URESA Responding Caseload	3.0	$44,098

The transfer of the URESA Responding Caseload activity to FSD from Probation represents an increase of approximately 180 new cases per month. To provide for this new responsibility, one Inspector I and one Support Enforcement Collection Officer are added to the investigative staff, at a cost of $30,072; and one Legal Stenographer is added at a cost of $10,848. An increase of $3,178 is allowed for this expanded activity in Services and Supplies accounts and for equipment and transportation costs for new positions.

Full-Year Funding of 1975-76 Allowed Positions	5.42	$58,921

Full-year funding for positions phased in during 1975-76 represents $58,921 in additional salary costs. Positions funded for only part of the 1975-76 fiscal year include Account Clerks I, Interviewers and Supervising Interviewers, Process Servers, and Support Enforcement Collection Officers.

Assistant District Attorney I	1.0	$32,244

A new ADA I position is added to supervise the Legal Section of FSD, comprised of six Deputy District Attorneys. Three thousand civil action filings in 1975-76 are projected for 1975-76, which is an increase of 40 percent over the 2,160 filed in 1974-75. This same trend is expected to continue in the 1976-77 fiscal year. This position is intended also to take direct supervisory responsibility from the ADA II, who will retain overall responsibility for FSD operations.

Revenue Increases	$-1,156,605

An effort has been made to identify all revenue generated by FSD operations in this budget unit for fiscal year 1976-77. To this end, Federal revenue for welfare-related administrative costs and SEIF revenue previously shown in the Welfare Department budget (#350) are set forth in the FSD budget. Based on 75 percent Federal reimbursement of all welfare-related administrative costs, $1,067,907 is projected for fiscal year 1976-77. SEIF revenue from Federal and State sources is projected to be $553,858, based on a percentage of total welfare collections. Reimbursement for non-welfare administrative costs is not expected to continue beyond

BUDGET HIGHLIGHTS
(Continued)

ACTIVITY	MAN-YEARS	AMOUNT

this fiscal year, representing a decrease of $368,000. Owing to an increase in civil legal actions, an increase from $1,500 allowed to $4,340 for collections of court costs and attorney fees is projected for the next fiscal year, representing a $1,240 increase over current year actual collections of $3,100. Finally, $100,000 will be disallowed in FY 76-77, based on cost-of-living increases inappropriately claimed by the Welfare Department for FSD during the past two years.

1976-77 Revenue Projections

Welfare Administration

72% of FSD operations is welfare-related
75% Federal reimbursement
$1,976,105 = total expenditures for 1976-77

.72 x .75 x $1,976,105 = $1,067,907
- 100,000 (disallowance for cost-of-living increases)
$ 967,907

SEIF

.2775 SEIF Rate effective 7/1/76

Projected welfare collections 76-77 = $2,558,827

Less projected disregard (22%) = 562,942

$1,995,885

.2775 x $1,995,885 = $553,858

BUDGET UNIT SUMMARY REPORT

FORM 104-6

359 - OFFICE ON AGING

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 252,012	$ 239,453	$ 243,025	$ (8,987)	(3.7)
SERVICE & SUPPLIES	156,163	118,404	70,348	(85,815)	(55.0)
OTHER CHARGES					
FIXED ASSETS	7,000	270	270	(6,730)	(96.0)
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 415,175	$ 358,127	$ 313,643	$(101,532)	(23.0)
REVENUE	$ -391,110	$ -358,127	$ -313,643	$ -(77,467)	-(20.0)
NET COUNTY COST	$ 24,065	$ 0	$ 0	$ (24,065)	(100.0)
MAN-YEARS	16.88	16.00	15.00	(1.88)	(6.0)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	ALLOWED	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
I&R Direct	2,800	1,870	1,870	-(930)	(33.0)
Counseling Assistance to Organizations for Elderly	75	75	75	0	0
Proj. Monitoring & Evaluations	12	40	25	13	108.0

DISCUSSION SUMMARY

The Office on Aging serves as an administrative extension to the Area Agency on Aging (Board of Supervisors). Its mission is to provide staff work which serve to plan and coordinate the delivery of services to the Aging. Additionally, the role of advocacy is an activity carried out by the AAA and its advisory body, the Advisory Commission on Aging. The staff support this activity as well.

The Office on Aging also provides a direct service in the form of Information and Referral to respond to inquiries from the public.

NOTE: As of April 15, 1976, there were indications from staff of the State Office on Aging that action may be taken to redesignate the Area Agency on Aging from being the County Board of Supervisors. Such action would result in discontinuance of this budget unit since neither expenditures nor revenues would be required for 1976-77. Also, it would be necessary for there to be a reduction in force of full-time employees in the Office on Aging.

Note: Recommended Budget Is Based upon Area Plan Approved by AAA on March 16, 1976.

SUMMARY OF CHANGES

SALARIES & BENEFITS	Man-Years	Amount	
1. Decrease of one Admin. Svcs. Asst. I and one Acct. Clerk transferred to Financial Svcs. (Funds to be budgeted in Prof. & Spec. Svcs. for payment to Finance Svcs.	(2.00)	$(30,086)*	
2. Increase of one Stenographer pursuant to AAA (Board of Supervisors) directive to provide clerical support to Advisory Commission.	1.00	11,508*	
3. Decrease in number of hours of I&R Aides directly related to decreased funding of program.	(.88)	(6,152)	
4. No salary savings in recommended budget to allow for subsequent salary adjustments in final budget and remain within allocation.		13,824	
5. Miscellaneous benefit adjustments.		1,919	
Sub-Total Change	(1.88)		$ (8,987)
SERVICES & SUPPLIES			
6. Professional & Spec. Services		(89,349)	

Decreased directly in response to less State funding from $119,435 to $30,086. Previous year included funding for contractual services while 1976-77 will support only administrative charges for one Acct. Clerk and one ASA transferred to Financial Svcs. budget (See decrease in Salaries & Wages).

SERVICES & SUPPLIES	Man-Years	Amount	
7. Office Operating Expenses		$ 5,767	
The following administrative expense adjustments (overall increase) relate directly to workload of Office, especially as it services Commission on Aging and increases work:			
	Recommend	Change	
Office Expense & Reprod.	$13,250	$ (250)	
Communications (Tel.)	5,166	2,417	
Special Dept. Expense (Meeting & Seminars)	3,000	1,500	
Equip. Rental (Copying)	5,600	2,100	
	$27,016	$5,767	
8. Transportation		(2,862)	
Decrease relates to reduced funding from State (From $9,562 to $5,700) and includes travel.			
9. Workman's Compensation and Miscel. adjustments will increase slightly.		629	
Sub-Total Change			$(85,815)
FIXED ASSETS			
10. The 1975-76 budget included $7,000 to purchase office partitioning and new equipment (to initiate program). The 1976-77 recommended level is only $270 for unpurchased filing cabinets.			
Sub-Total Change			(6,730)
Total Change in Expenditures	(1.88)		$(101,532)
REVENUE			
11. Revenues reflected the decreased allocation by the State for the program to the level of expenditures, from $391,110 to $313,643.			$-(77,467)
Total Change in Budget			$ (24,065)

BUDGET HIGHLIGHTS

ACTIVITY	AMOUNT
Contractual Services	$(89,349)

Based upon available State funding, the 1976-77 recommended budget does not include any funds for contractual services. The decrease of $89,349 is reflected budgetarily in the Professional & Specialized Services account. The significance of this account is that it reflects the dynamic history of the overall budget unit since staffing has remained generally consistent while mid-year allocations and adjustments have been made to this account for contractual services. The following illustrates the history of funds made available for contract services:

Funds for Direct Service Contracts

1975-76 Recommend	1975-76 Allowed	1975-76 Adjusted	1976-77 Recommend
$39,435	$119,435	$274,930	$30,086

The recommended level of $30,086 is not for contractual services; it represents a transfer from Salaries & Wages accounts for two positions which will function within the Financial Services Division. That division in turn will charge the Office on Aging budget for services rendered.

Based upon the fluctuations in the availability of funds for contractual services, it is apparent that the recommended budget does not accurately reflect the total funding levels of the program during the fiscal year. It also points out that future adjustments can be expected.

Commission Staff	11,508

The Commission on Aging requested clerical support for its activities from the Board of Supervisors during 1975-76. The Board approved including one Stenographer, if available, through State funds. Since the recommended budget is based upon the Area Plan as approved March 16, 1976, one additional Stenographer is shown in the budget. (Based upon a request from the Commission on Aging, this position will probably be dropped in final adjustments.)

Decreased I&R Service	(6,152)

The overall decrease in the funding level for the Office on Aging will reduce the hours of I&R time provided by the office. The total number of hours funded in 1975-76 was $7,602. The base allocation for 1976-77 will permit funding for only $5,874 during 1976-77 (23% decrease).

ACTIVITY	AMOUNT
Office Operation Expenses	$ 5,767

As the Office on Aging has matured in 1975-76, its staff and commission have become more involved in contract monitoring and advocacy. These activities have directly increased the various administrative expenses involved in operating the office. Also, the expense pattern for 1975-76 more accurately reflects operating experience since it was only the second complete year of the program. Major account increases include telephone charges which will increase $2,417 for a total of $5,156; copying machine charges which will increase $2,100 to a total of $5,600; and Special Departmental expenses which will increase $1,500 to a total of $3,000. This latter expense item directly relates to expenditures for conducting meetings and seminars on problems for the aging.

ADDITIONAL NOTES ON FUNDING - OFFICE ON AGING

The total funding for the Office on Aging has not been reflected in the 1975-76 County Budget nor will it be in the 1976-77 Recommended. The variations have occurred since funding from the State has been on a calendar year basis; there have been mid-year one-time allocation; there have been carryovers (unused funds) available and not necessarily recognized during the County budget cycle.

1975-76 Recommend	1975-76 Allowed	1975-76 Adjusted	Amt. via State Contract	Recommend & Plan 1976-77
$314,078	$415,175	$574,965	$575,960	$313,643

While the 1975-76 Allowed budget and Recommended 1976-77 show a decrease of $101,535, the genuine difference between the level available in 1975-76 and 1976-77 can be stated at this time as being the difference between $575,960 and $313,643 or a decrease of $262,317 (Difference between Recommend and 1975-76 with mind-year adjustments).

The term "this time" is significant since there will be at least two more adjustments to the Recommended level of $313,643 to fully utilize State allocations. They will include:

. . . Carryover from State contract ending in December 1975. At the time of budget preparation, the amount had not been finalized but was projected at $87,976. Some of this amount will be spent in 1975-76.

. . . Carryover from State contract ending in June 1976. After this amount is determined, and programmed, further adjustments can be made to the recommended level of $313,643.

A factor which could impact subsequent level for 1976-77 will be any additional allocation by the State. None are anticipated at time of budget preparation and the Governor's State budget does not propose any new funds.

BUDGET UNIT SUMMARY REPORT

#361 - Aged, Blind, Disabled - Supplementary Aid

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES					
OTHER CHARGES	$7,790,185	$8,164,635	$8,513,795	$723,610	9.3
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$7,790,185	$8,164,635	$8,513,795	$723,610	9.3
REVENUE					
NET COUNTY COST	$7,790,185	$8,164,635	$8,513,795	$723,610	9.3
MAN-YEARS					

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
County Share - Adult Aids	$7,531,162	$8,025,043	$8,374,203	$843,041	11.2
County Share - Child Care Costs	139,592	139,592	139,592	0	0

DISCUSSION SUMMARY

The purpose of this budget unit is to provide to the State of California, Alameda County's share of the continuing costs of the Adult Aid Programs, mandated by Welfare and Institutions Code 12400, and of local Child Care Maintenance of Effort costs, mandated by Education Code 16784.

Child Care Maintenance of Effort costs are based upon the County share of these costs during fiscal year 1970-71, with the amount fixed at the 1970-71 level of $139,592.

The supplemental aid payments to the State for aged, blind and disabled costs are based on property tax rates and the application of a Collier Factor, which results in a modified assessed valuation figure. During 1975-76, a Collier Factor of .996 was applied to Alameda County's share as compared with a 1.021 factor in 1974-75. An assessed value increase is applied to 1976-77 budgeting of this account. The budget appropriation is projected by multiplying the base year County share of $7,025,338 by the combined figure of the AV growth and the 1.072 ratio increase of the 1975-76 County share of $7,531,162 over the base year amount.

DISCUSSION SUMMARY (cont'd)

The County budgeted amount of $7,650,593 for 1975-76 for this account was $119,431 over the final amount of $7,531,162 computed by the State.

SUMMARY OF CHANGES

	AMOUNT
OTHER CHARGES	$723,610

An increase in this account from $7,790,185 to $8,513,795 is based on a projected increase in the AV in the computation of the County share of support for the adult aid programs.

NET COUNTY COST	$723,610

BUDGET HIGHLIGHTS

ACTIVITY	AMOUNT
Increase in County Share of Adult Aid Programs	$723,610

An increase from $7,650,593 to $8,374,203 in the County share of support for the aged, blind, disabled program is based on a projected increase in the AV for 1976-77. The 1975-76 budgeted amount of $7,650,593 is $119,431 over the final amount of $7,531,162 computed by the State. The projected 1976-77 figure of $8,384,203 represents an increase of $843,041 over the final mandated share.

BUDGET UNIT SUMMARY REPORT
SOCIAL SERVICES AGENCY
362 - BLIND AID

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES					
OTHER CHARGES	$ 28,292	$ 36,167	$ 36,167	$ 7,875	27.8
FIXED ASSETS					
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$ 28,292	$ 36,167	$ 36,167	$ 7,875	27.8
REVENUE	$ 28,292	$ 36,167	$ 36,167	$ 7,875	27.8
NET COUNTY COST	0	0	0	0	0
MAN-YEARS					

PERFORMANCE SUMMARY

	1975-76	1976-77			
	ALLOWED	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Average Caseload	9.0	9.0	9.0	0	0
Average Grant	$ 261.96	$ 334.88	$ 334.88	$ 72.92	27.8

DISCUSSION SUMMARY

The Aid to the Potentially Self-Supporting Blind Program allows recipients to retain more earned income than the basic program for blind recipients, as an incentive for them to become economically self-supporting.

This program is funded 100% from the State's General Fund. The State increased the average grant amount to $299 in September 1975, which is $37.04 or 14% over the average grant amount of $261.96 allowed in the 1975-76 budget. Another increase of 12% is anticipated during 1976-77. A caseload of 9 is projected for the next fiscal year.

SUMMARY OF CHANGES

	Amount
An increase of $7,875 from $28,292 to $36,167 is projected in all accounts to reflect a cost-of-living increase of 12% in the Blind Aid Program and a September 1975 mandated increase of $37.04 from the $261.96 average grant amount allowed in the 1975-76 budget. This program is 100% State funded.	
OTHER CHARGES	
An increase from $28,292 to $36,167 in grant amounts.	$ 7,875
REVENUE	
An increase from $28,292 to $36,167 in State monies for reimbursement of additional grant amounts.	7,875
Net County Cost	$ - 0 -

BUDGET HIGHLIGHTS

ACTIVITY	AMOUNT
Increase in Grant Amounts	$ 7,875

Effective September 1975, the State mandated a grant amount increase in this program, which averages $37.04 per grant or 14% over the $261.96 average grant amount allowed for 1975-76, resulting in an average monthly grant amount of $299.00. An additional 12% is anticipated for 1976-77, bringing the average monthly grant amount to $334.88. With a caseload of 9, projected expenditures for 1976-77 are $36,167 or $7,875 over the $28,292 allowed in the current year.

Increase in Revenue	7,875

This program is 100% State funded. An increase in revenues from $28,292 to $36,167 is based on the same projections identified in the grant amount discussion above.

BUDGET UNIT SUMMARY REPORT
SOCIAL SERVICES AGENCY

FORM 104-6

363 - AGED, BLIND, DISABLED - EMERGENCY PAY

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES					
OTHER CHARGES	$ 332,686	$ 227,904	$ 227,904	$(104,782)	(31.5)
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.	138,615	115,176	115,176	(23,439)	(16.9)
TOTAL EXPENDITURES	$ 194,071	$ 112,728	$ 112,728	$ (81,343)	(14.9)
REVENUE	$ 463,286	$ 107,422	$ 112,728	$ (350,558)	(75.7)
NET COUNTY COST	$ (269,215)	$ 5,306	$ 0	$ 269,215	100.0
MAN-YEARS					

PERFORMANCE SUMMARY

	1975-76				
	ALLOWED	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
No. of Loan Payments	1,920	1,386	1,320	(600)	(31.3)
Average Number of Loan Payments/Month	160	116	110	(50)	(31.3)
Average Amount Loaned/Mo.	$ 27,680	$ 18,992	$ 18,992	$ (8,688)	(31.3)
Average Amount Loaned/ Mo./Recipient	173	164	173	0	0

DISCUSSION SUMMARY

California counties are mandatedby AB 134 (the HR-1 implementation bill) to provide emergency loans to aged, blind or disabled recipients when they fail to receive their regular monthly SSI/SSP check, and when the Federal government cannot replace the check within 4 days. The amount of the loan, as specified in Section 12525 of the Welfare & Institutions Code, is the amount of the recipient's last SSI/SSP payment, up to a maximum of $200 per month.

Current-year expenditure estimates indicate that the County is making an average of 110 loan payments per month at approximately $164 per loan. The number of payments is expected to remain constant with a 5% increase anticipated in loan amounts. Approximately 50% of the loan payments are repaid by the recipients through Agency and Central Collections efforts; the remaining amount is 100% reimbursable from the State's General Fund.

SUMMARY OF CHANGES

	Amount
Current expenditure estimates for emergency loan activity indicate a lower volume than anticipated for fiscal year 1975-76. Projections for 1976-77 are based on the reduced current year estimates with an additional 5% allowed for cost-of-living increases in the SSI/SSP grant.	
LOAN PAYMENTS (Other Charges)	
A decrease from $332,686 to $227,904 in loan payments.	$(-104,782)
LOAN REPAYMENTS (Expenditure Transfers and Reimbursements)	
A decrease from $138,615 to $115,176 in loan reimbursements.	(-23,439)
REVENUE (Claims to the State for Uncollectable Loan Amounts)	
A decrease from $463,286 to $112,728, based primarily on a 1975-76 allocation for 30 months of loan activity.	(-350,558)
Net County Cost	$ 269,215

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Loan Payments	0	$(-104,782)

A decrease from $332,686 to $227,904 in loan payments is based on an estimate of $217,056 for current year expenditures plus a 5% allowance of $10,848 for a cost-of-living increase in the SSI/SSP grant amount.

Loan Repayments $ (-23,439)

Approximately 25% of all loan payments are collected by the Social Services Agency, with an additional 25% obtained by Central Collections.

A decrease from $138,615 to $115,176 in reimbursements by loan recipients is based on the projection of reduced loan activity in 1976-77.

Revenue from State for Uncollectable Loan Amounts (-350,558)

Uncollectable loan amounts are 100% reimbursable from the State's General Fund. This revenue accounts for approximately 50% of the total amount loaned.

A decrease from $463,286 to $112,728 is explained by a State allocation of $282,151 in 1975-76, representing a claim which covered 30 months of loan activity. Central Collections will continue to generate reimbursements on the loan amounts included in the allocation. These collections will be abated from future claims.

Revenue will also be decreased owing to the projected reduction in loan volume.

BUDGET UNIT SUMMARY REPORT
365 - AGED, BLIND, DISABLED - SPECIAL CIRCUMSTANCES

FORM 104-B

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES					
OTHER CHARGES	$ 382,352	$ 166,240	$ 80,888	$(301,464)	(78.8)
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 382,352	$ 166,240	$ 80,888	$(301,464)	(78.8)
REVENUE	$ 382,352	$ 166,240	$ 80,888	$(301,464)	(78.8)
NET COUNTY COST	0	0	0	0	0
MAN-YEARS					

PERFORMANCE SUMMARY

	1975-76	1976-77			
Spec. Circumstances	ALLOWED	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Total No. of Aid Payments	1,740	268	234	(1,506)	(86.6)
Ave. No. of Aid Pymts/mo.	145	22.33	19.52	(125.48)	(86.5)
Ave. Payment Amt/Mo	219.78	138.09	137.83	(81.95)	(37.3)
Excess Value Home					
Ave. Monthly Cost	N/A	10,769.33	4,049.33	N/A	N/A

DISCUSSION SUMMARY

This budget is comprised of 2 programs:

Special Circumstances is intended to provide adult recipients with special assistance in times of emergency, including payments for replacement of furniture, equipment or clothing damaged or destroyed by a catastrophe, and related payments for housing repairs, moving expenses and emergency rent.

Excess Value Homes provides aid payments to aged, blind, or disabled persons who would qualify for the SSI/SSP program, except that they own homes valued at $25,000 or more.

The State has imposed several allocation reductions for these programs since notice of a $382,352 allocation in FY 1974-75.

Projected expenditures for both programs are based on current-year allocations with a 12.1% increase as proposed in the Governor's 76-77 budget.

Both programs are 100% funded by the State.

SUMMARY OF CHANGES

	Amount
OTHER CHARGES	$(301,464)
A decrease from $382,352 to $80,888 results from State allocation reductions for 1974-75 and 1975-76, and is based on the current 1975-76 allocation plus a 12.1% increase as proposed in the Governor's budget.	
REVENUE	
Both the Special Circumstances and Excess Value Home programs are 100% funded by the State. Revenue decreases from $382,352 to $80,888 reflect decreases in Other Charges described above.	(301,464)
Net County Cost	0

BUDGET HIGHLIGHTS

ACTIVITY	AMOUNT
Special Circumstances	$(350,056)

The Special Circumstances program has been subject to several allocation adjustments since appropriation of the original State allocation of $382,352 for fiscal year 1974-75. A decrease from $382,352 to $32,296 reflects these downward adjustments, and is based on a February 1976 State communication allocating $28,810 to this program for FY 1975-76. An additional $3,486 is allowed to reflect a 12.1% increase proposed in the Governor's budget for 1976-77.

Excess Value Homes	48,592

In the past, appropriations and State allocations for this program have not been identified apart from the Special Circumstances portion of this budget. Therefore, an increase from $0 identified to $48,592 is projected for FY 1976-77. This figure is based on a February 1976 State communication allocating $43,347 to this program for FY 1975-76. An additional $5,245 is allowed to reflect a 12.1% increase proposed in the Governor's budget for FY 1976-77.

Revenue	(301,464)

Expenditures for these programs are 100% reimbursed from the State's General Fund. Revenue decreases from $382,372 to $80,888 are based on the allocation adjustments and projections described in the program discussions above.

SUMMARY OF CHANGES

	Amount
OTHER CHARGES	$(301,464)
A decrease from $382,352 to $80,888 results from State allocation reductions for 1974-75 and 1975-76, and is based on the current 1975-76 allocation plus a 12.1% increase as proposed in the Governor's budget.	
REVENUE	
Both the Special Circumstances and Excess Value Home programs are 100% funded by the State. Revenue decreases from $382,352 to $80,888 reflect decreases in Other Charges described above.	(301,464)
Net County Cost	0

BUDGET HIGHLIGHTS

ACTIVITY	AMOUNT
Special Circumstances	$(350,056)

The Special Circumstances program has been subject to several allocation adjustments since appropriation of the original State allocation of $382,352 for fiscal year 1974-75. A decrease from $382,352 to $32,296 reflects these downward adjustments, and is based on a February 1976 State communication allocating $28,810 to this program for FY 1975-76. An additional $3,486 is allowed to reflect a 12.1% increase proposed in the Governor's budget for 1976-77.

Excess Value Homes	48,592

In the past, appropriations and State allocations for this program have not been identified apart from the Special Circumstances portion of this budget. Therefore, an increase from $0 identified to $48,592 is projected for FY 1976-77. This figure is based on a February 1976 State communication allocating $43,347 to this program for FY 1975-76. An additional $5,245 is allowed to reflect a 12.1% increase proposed in the Governor's budget for FY 1976-77.

Revenue	(301,464)

Expenditures for these programs are 100% reimbursed from the State's General Fund. Revenue decreases from $382,372 to $80,888 are based on the allocation adjustments and projections described in the program discussions above.

RECONCILIATION OF
STATE ALLOCATIONS AND COUNTY APPROPRIATIONS

I. Statement of State Allocations and County Allowed

	1974-75	1975-76	1976-77
County Allowed	$ 75,000	$382,352	$80,888
Initial State Allocation	382,352	81,364	Not Available
Revised State Allocation	38,930	72,157	" "

II. Statement of Differences between State Allocations & County Allowed

	1974-75	1975-76	
County Allowed	$ 75,000	$382,352	
Initial State Allocation	382,352	81,364	
Diff. from Board Allowed		(307,352)	300,988
Revised State Allocation	38,930	72,157	
Diff. from Board Allowed		36,070	310,195

365 - SPECIAL CIRCUMSTANCES
ALLOCATIONS & EXPENDITURES
1974 - 1977

	1974-75 State Allocation Initial	Revised	Expenditures Actual	Expenditure Amount Over(Under) Revised Allocation
Special Circumstances	382,352	38,930	38,430	(-500)
Excess Value Home	_____	_____	_____	_____
TOTAL	382,352	38,930	38,430	(-500)

	1975-76 State Allocation Initial	Revised	Expenditures Estimate (Dept.)	Expenditure Estimated Amt. Over(Under) Revised Allocation
Special Circumstances	81,364	28,810	33,048	4,238
Excess Value Home	46,462	43,347	129,232	85,885
TOTAL	127,826	72,157	162,280	90,123

	1976-77* Recommend (Allocation)	Expenditures Estimate (Dept.)	Expenditure Estimated Amount Over(Under) Recommend
Special Circumstances	32,296	37,008	4,712
Excess Value Home	48,592	129,232	80,640
TOTAL	80,888	166,240	85,352

* Assumptions: 76-77 Allocation from State will equal 75-76 revised allocation plus 12.1% increase proposed in Governor's Budget.

NOTE: Allocation for 1976-77 is subject to revision, based on anticipated allocation adjustments by the State.

MB:ng
3-17-76

AFDC

BUDGET UNIT SUMMARY REPORT

366 - Children's Aid

FORM 104-6

DESCRIPTION	1975-76'	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES					
OTHER CHARGES	$78,479,278	$94,195,366	$86,433,387	$7,954,109	10
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.	-2,882,999	-2,873,601	-2,613,252	-(269,747)	-(9)
TOTAL EXPENDITURES	75,596,279	91,321,765	83,820,135	8,223,856	11
REVENUE	-60,785,912	-75,503,258	-70,009,661	-9,223,749	15
NET COUNTY COST	14,810,367	15,818,507	13,810,474	(999,893)	(7)
MAN-YEARS					

PERFORMANCE SUMMARY

Monthly Averages	1975-76	1976-77			
	ALLOWED	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
AFDC-FG Caseload	22,000	23,514	23,474	1,474	7
Grant Level	269.01	293.57	283.26	$14.25	5
AFDC-U Caseload	2,000	1,767	1,700	-300	-15
Grant Level	310.86	340.27	325.51	14.65	5

DISCUSSION SUMMARY

This program provides basic public assistance grants to families where there are dependent children. The bulk of the cases provide aid for children where one parent is not providing aid and the other parent may be unemployed. To a smaller extent, aid is also provided to families with children where both parents are unemployed.

This program is mandated, is administered under regulations issued by the State, with grant levels determined under a schedule regulated by State and Federal regulations. Cost-of-living increases for this program are determined by HEW and are subject to adjustment from the 8.7 percent level estimated herein.

SUMMARY OF CHANGES

The decrease of $261,380 may be summarized as follows:

	Man-Years	Amount	
OTHER CHARGES			
1. AFDC-FG caseload and grants have increased while AFDC-U caseloads are below budgeted levels and grants will increase. (See Budget Highlights)		$7,954,109	
EXPENDITURE TRANSFERS AND REIMBURSEMENT			
2. This account is projected to decrease. (See Budget Highlights)		269,747	
Total Expenditure Change Recommended			$8,223,856
REVENUE			
3. The increase in revenues relates to actual experience in 1975-76 and reflects adjustments to correct understated revenues in the 1975-76 budget.			-9,223,749
Net County Cost			$ (999,893)

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT

AFDC-FG $8,772,303

The total cost of the FG (Family Group) program will increase due to a rise in caseload and anticipated cost-of-living adjustments to grants. Caseloads were budgeted at 22,000 for 75-76 and are estimated to be 22,395 or 2 percent above the budgeted level by the end of the year. This experience coupled with an annual growth rate of 4.8 percent over the last two years projects to a monthly average of 23,474 for 1976-77. The actual average cost per case has been below budgeted levels: $260.59 versus $269.01 (3 percent under). This actual experience factored against an 8.7 percent cost-of-living estimated increase will raise the budgeted level of grants to $283.26 or an increase of $22.67. Total increase from $71,018,640 to $79,790,943.

AFDC-U $(818,194)

The U (Unemployed Parent) program will decrease in 1976-77, a result of improved economic conditions. Budgeted monthly caseloads totalling 2,000 did not materialize during 1975-76 (actual 1,461). However, some slightly increasing trends of about 5 percent plus lifting of some job search requirements by the State will serve to increase levels over 10 percent. Thus, the projected 1976-77 level is 1,700 average per month. Cash grants have been below the budgeted 1975-76 level; actual $299.46 versus $310.86 budgeted. As in AFDC-FG, the recommended budget provides for an 8.7 percent increase in grants. This factor applied the actual experience results in a level of $325.51 for 1976-77. Total decrease is from $7,460,638 to $6,642,444.

Collections/Adjustments $-(269,747)

Overall collections would have grown in 1976-77 in proportion to grants; however, new Federal regulations pursuant to Title IV-D of the Social Security Act (Child Support Program) will permit a custodial parent to retain up to $20 of payments received from the missing parent without reducing the overall grant. The estimated net impact of this new provision will be to reduce collections $504,000.

ACTIVITY	MAN-YEARS	AMOUNT

Collection/Adjustments (Contd.)

The impact of this new program upon collections is illustrated as follows:

1975-76 Allowed -	$2,882,999	
Normal Growth (Caseload) -	234,253	Net Difference
	3,117,252	= $-(269,747)
New Title IV-D	- 504,000	
Total 1976-77 Recommend	$2,613,252	

Note: The positive impact of the program is that parents will have an incentive to give information to the Family Support Division of the District Attorney's Office about the absent parent and thus provide that more child support can be collected. An allowance for increased collections cannot be estimated for this year, but should be experienced.

Revenue $-9,223,749

Pursuant to law, Federal support of AFDC is 50 percent, while State support is 33.75 percent and the County contributes 16.25 percent. The 1975-76 budget understated Federal and State support by over 2 percent or approximately $1.6 million. In addition, $738,513 was subtracted in 1975-76 in anticipation that claim cuts would be made if the County were to lose a lawsuit. Subsequently, the County has been successful in preliminary hearings against HEW; thus the claim cut is not now anticipated. As a result, revenue will increase from $60.8 million to $70 million or 15 percent while the overall program will increase 11 percent.

BUDGET UNIT SUMMARY REPORT
SOCIAL SERVICES AGENCY

FORM 104-6

367 - AFDC BHI

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES					
OTHER CHARGES	$ 4,404,813	$5,345,524	$5,473,285	$1,068,472	24.3
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.	-163,003	-363,496	-372,183	-209,180	128.0
TOTAL EXPENDITURES	$ 4,241,810	$4,982,028	$5,101,102	$ 859,292	20.3
REVENUE	-2,194,083	-2,659,465	2,430,165	-236,082	10.8
NET COUNTY COST	$ 2,047,727	$2,322,563	$2,670,937	$ 623,210	30.4
MAN-YEARS					

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT ALLOWED	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Average cases aided/mo	1,203	1,386	1,282	79	6.6
Average expenditure/mo	$ 367,068	$ 445,460	$ 456,107	$ 89,039	24.3
Average grant amount	$ 305.13	$ 321.40	$ 355.78	$ 50.65	16.6

DISCUSSION SUMMARY

This program provides assistance grants for children in boarding homes and institutions. All children removed from their own home by court order are eligible for AFDC-BHI unless their own income or private property exceeds AFDC limits for eligibility. If, at the time the child is made a court ward or dependent, he would have been eligible for AFDC, he is eligible for Federal reimbursement. If he does not meet this requirement, he is not Federally eligible. Federal ineligibility also results 1) if the child is maintained in a non-proprietary or profit-making institution or 2) if an otherwise eligible child is not placed by court order. Cases in Federally eligible status currently account for 59% of the total caseload; cases in non-Federally eligible status account for approximately 41% of the total caseload. The Social Services Agency is intensifying its efforts to shift more cases to Federally eligible status.

DISCUSSION SUMMARY (Contd.)

Children in foster homes account for approximately 989 cases or 79.5% of the total caseload at 56% of the total program cost. Children in private institutions account for approximately 263 cases or 20.5% of the total caseload at 44% of the total program cost. Rates are established annually by the County Board of Supervisors.

Disabled wards or dependents are eligible for SSI/SSP or AFDC-BHI, but not both. To ensure the maximum reimbursement possible from State and Federal sources, the Social Services Agency has determined that where there is Federal eligibility for AFDC-BHI, and monthly payments exceed $670/mo., the case is referred to AFDC-BHI. Disabled cases are referred to SSI/SSP in two instances: 1) where there is Federal eligibility for AFDC-BHI and the grant amount is less than $670 per month and 2) where there is no Federal eligibility. There are currently 63 such cases carried in the Care of Court Wards (#390) budget. Effective April 1976, each SSI/SSP grant where County payment is involved will be reduced by $72.56, i.e., a presumption of $72.56 of income will apply. To counter the resulting monthly revenue drop of approximately $1,800 from this source, 30 of the 63 SSI/SSP cases will be transferred from the Care of Court Wards (#390) budget to the AFDC-BHI budget in FY 1976-77.

Included in the appropriation for this budget are basic foster home rates, individual private institution rates, special allowances for foster homes and group homes, and a $6 per day rate for Emergency Foster Home beds filled.

Actual caseload and grant amount experience have exceeded 1975-76 budget expectations. Caseloads for FY 1976-77 are expected to remain at the actual current year average level of 1,252, with the addition of 30 SSI/SSP cases transferred from the Care of Court Wards budget (#390).

SUMMARY OF CHANGES

OTHER CHARGES	Amount
An increase in gross expenditures from $4,404,813 to $5,473,285 is based on:	$1,068,472
• experience exceeding budget projections for 1975-76 $604,095	
• Transfer of 30 SSI/SSP cases from Care of Court Wards budget 147,240	
• cost-of-living increase anticipated for average grant amounts 317,137	
EXPENDITURE TRANSFERS & REIMBURSEMENTS	
An increase in collections and refunds from $163,003 to $372,183 is based on collection experience exceeding 1975-76 budget projections, and the projected increase in gross expenditures.	-209,180
Total Expenditures	859,292
REVENUE	
An increase in State and Federal revenue from $2,194,083 to $2,430,165 is based on:	-236,082
• experience exceeding budget projections for 1975-76 80,834	
State $(57,663)	
Federal 138,497	
• transfer of 30 SSI/SSP cases from Care of Court Wards budget 88,200	
State 14,580	
Federal 73,620	
• cost-of-living increase in overall grant level (State amount is fixed) 67,048	
Federal 67,048	
NET COUNTY COST	$ 623,210

BUDGET HIGHLIGHTS

ACTIVITY	AMOUNT
1975-76 Caseload Experience Exceeds Budget Expectations	$345,658

Both caseload size and expenditures per case have exceeded 1975-76 budget estimates. Average caseload size of 1,252 is 49 cases over the 1,203 caseload projection, and the average grant amount of $333.39 is $28.26 over the $305.13 projected for 1975-76. As a result, gross expenditures for 1975-76 show an increase from $4,404,813 to $5,008,908; collections and refunds show an increase from $163,003 to $340,606; and State and Federal revenue show an increase from $2,194,083 to $2,274,917.

Transfer of SSI/SSP Cases from Care of Court Wards Budget	49,028

A new SSI/SSP regulation presumes $72.56 income on each case requiring County payment, affecting about 30 of the 63 SSI/SSP cases currently carried in the Care of Court Wards budget (#390). As a result, these cases will be transferred to the AFDC-BHI budget in 1976-77, resulting in an increase from $333.39 to $335.16 in average monthly grant amounts. Therefore, 1976-77 gross expenditures will increase from $5,008,908 to $5,156,148. Collections and refunds will increase from $340,606 to $350,618, and State and Federal revenue will increase from $2,274,917 to $2,363,117.

Cost-of-Living Increase in Overall Grant Level	228,524

Projected cost-of-living increases applied to 75-76 AFDC-BHI grant amounts will result in an increase in the average monthly grant from $335.16 to $355.78. Gross expenditures will increase from $5,156,148 to $5,473,285, collections and refunds from $350,618 to $372,183, and State/Federal revenue from $2,363,117 to $2,430,165.

AFDC-BHI CASELOADS AND GRANT AMOUNTS

	Allowed 1975-76	Actual 1975-76	1976-77 8.7% Increase in Cost Per Case
Average Caseload	1,203	1,252	1,282*
Monthly Expenditures	$367,068	$417,409	$ 456,107
Average Grant Amount	$ 305.13	$ 333.39	$ 355.78

*Includes 30 cases transferred from SSI/SSP status, currently in Care of Court Wards (#390) budget.

AFDC-BHI - SHARING: FORMULAS

The formula for sharing of expenditures for Federally eligible BHI cases is as follows:

		Sample Grant: $300
Federal	.50 of grant amount	$150
State	.3375 of first $120 of grant	40.50
County share	.1625 of first $120 of grant	19.50
County supplement	Remainder	90

The formula for sharing of Federally ineligible BHI cases is as follows:

		Sample Grant: $300
Federal	-0-	$ 0
State	.675 of first $120 of grant	81
County Share	.325 of first $120 of grant	39
County supplement	Remainder	180

AFDC-BHI SHARING 76-77: PERCENT & DOLLAR AMOUNT

Combined Federally eligible and non-eligible sharing of expenditures and collections is projected as follows:

Sharing of Expenditures	Percent	Amount
Federal	26.95	$1,475,050
State	21.38	1,170,188
County	12.78	699,486
County Suppl.	38.89	2,128,561
Total	100.00	$5,473,285

Collections, Refunds & Sharing - as in request = .068 of gross

Federal	9.29	$ 34,576
State	4.55	16,934
County	5.07	18,870
County Suppl.	81.09	301,803
Total	100.00	$ 372,183

Net Total

Federal	27.57	$1,406,374
State	20.07	1,023,791
County	13.10	668,244
County Suppl.	39.26	2,002,693
Total	100.00	$5,101,102

THE BASIS FOR TRANSFER OF
30 SSI/SSP CASES
FROM
CARE OF COURT WARDS BUDGET - #390
TO
AFDC-BHI BUDGET - #367

REVENUE IN CARE OF COURT WARDS BUDGET

30 cases x $306 SSI/SSP grant x 12 mos. = $110,160
Less 30 cases x $72.56 SSI/SSP disallowance
x 12 mos. = 26,122

TOTAL SSI/SSP REVENUE = $ 84,038

REVENUE IN AFDC-BHI BUDGET

Based on transfer of expenditures from Care of Court Wards budget of 30 federally eligible SSI/SSP cases:
30 cases x $409 average grant x 12 mos. = $147,240

Federal revenue = .5 x $147,240 = $ 73,620
State Revenue = .3375 x $120 of each grant
x 30 cases x 12 mos. = 14,580

TOTAL SSI/SSP REVENUE = $ 88,200

DIFFERENCE IN REVENUE, CARE OF COURT WARDS AND AFDC-BHI BUDGETS

CARE OF COURT WARDS REVENUE = $ 84,038

AFDC-BHI REVENUE = $ 88,200

DIFFERENCE = $ 4,162

When carried in the AFDC-BHI budget, these 30 SSI/SSP cases will generate $4,162 more revenue than if carried in the Care of Court Wards budget.

Budget Hearing 1976-77

[ ] POLICY MATTER (Funds Included)

[X] POINT OF ISSUE (Funds Not Included) *

BUDGET UNIT NO. & TITLE
367 - AFDC-BHI and 390 - Care of Juvenile Court Wards

DEPARTMENT
Social Services Agency/Probation Dept

TITLE
Setting of Basic Foster Home Rates

AMOUNT	Gross	Net County Cost
Alternative A	0	0
Alternative B	$80,544	$40,272
Alternative C	143,952	71,976

DESCRIPTION:

The setting of 1976-77 foster home rates by the County will take place during policy hearings. These rates are represented in two budgets: AFDC-BHI and Care of Juvenile Court Wards.

I. A. Increases in the basic foster home rates for the past three years have exceeded the Consumer Price Index (CPI) for each year, as follows:

Comparison of Foster Home Rate Increases and Consumer Price Index (CPI)

	1975-76 CPI = 12.43%		1974-75 CPI = 8.48%		1973-74 CPI = 5.88%	
Age Grp	Rate Allowed	Over CPI by	Rate Allowed	Over CPI by	Rate Allowed	Over CPI by
0-6	$145	1.73%	$131	3.52%	$117	5.52%
7-12	160	4.37%	137	3.82%	122	5.02%
13+	180	.77%	159	4.66%	142	3.32%

Age Grp	1973-76 Cumulative Total Rate Increase Over CPI by
0-6	10.77%
7-12	13.21%
13+	8.75%

CPI for 76-77 = 8.7%

B. In addition to the basic foster home rates, 1976-77 rates for special allowances will be established by the County during policy hearings. Rates in these areas have been set as follows:

	1975-76	1974-75	1973-74
Annual clothing allowance	$ 80	$ 80	$ 80
Back to school clothing allowance	75	50	-
Mentally retarded or disturbed children	278	250	200
Additional payment for unusual physical or mental condition	50	50	50
Emergency medical/surgical care	150	150	150

* The position of the County Administrator and of the Social Services Agency is that no increase in the basic foster home rate should be allowed for FY 1976-77. It is anticipated that the Foster Parents Assn. may wish to be heard on this matter.

POINT OF ISSUE (Contd.)

II. Three alternatives are submitted to your Board for consideration in the setting of foster home rates for FY 76-77: the budgetary impact of no increase, a 5% increase and an 8.7% increase in basic rates over the current year's experience are presented.

A. No increase in basic rate, FY 76-77

Age Group	Basic Rate	No. of Children	AFDC-BHI Expenditures	No. of Children	Care of Juvenile Court Wards Expenditures
0-6	$145	208	$ 361,920	20	$ 34,800
6-12	160	259	497,280	25	48,000
13+ boys*) 13+ girls*)	180	289	624,240	27	58,320
		756	$1,483,440	72	$141,120

Total expenditures for 1976-77 with no increase in the basic rate will equal $1,624,560. Net County cost is estimated to be $812,280.

B. 5% increase in basic rate, FY 76-77

0-6	$152	$ 379,392	$ 36,480
6-12	168	522,144	50,400
13+ boys*) 13+ girls*)	189	655,452	61,236
		$1,556,988	$148,116

Total expenditures for 1976-77 with a 5% increase in the basic rate will equal $1,705,104, an increase of $80,544 over existing rates. Net County cost is estimated to be $852,552, or $40,272 over existing rates.

C. 8.7% increase in basic rate, FY 76-77

0-6	$158	$ 394,368	$ 37,920
6-12	174	540,792	52,200
13+ boys*) 13+ girls*)	196	679,728	63,504
		$1,614,888	$153,624

Total expenditures for 1976-77 with an 8.7% increase in the basic rate will equal $1,768,512, an increase of $143,952 over existing rates. Net County cost is estimated to be $884,256, or $71,976 over existing rates.

III. The position of the County Administrator's Office and the Social Services Agency is that no increase in the basic rate is warranted for 1976-77. This position is based upon the fact that recent rate increases have exceeded the Consumer Price Index.

* For FY 1976-77, the State requires separate rates for boys and girls in the 13 and over age group.

BUDGET UNIT SUMMARY REPORT
SOCIAL SERVICES AGENCY
380 - General Assistance

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES					
OTHER CHARGES	$5,815,516	$6,896,600	$5,510,720	$ (304,796)	(5.0)
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	5,815,516	6,896,600	$5,510,720	$ (304,796)	(5.0)
REVENUE	-252,779	-963,351	-907,493	-654,714	259.1
NET COUNTY COST	$5,562,737	$5,933,249	$4,603,227	$ (959,510)	(17.0)
MAN-YEARS					

PERFORMANCE SUMMARY

	1975-76	1976-77			
	ALLOWED	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Caseloads					
Regular G.A.	4,300	4,387	3,800	(500)	(11)
Cuban Refugee	37	37	37	0	0
Indo-Chinese Refugee	0	180	180	180	100
Grants					
Regular - G.A.	$110.66	$113.86	106.17	(4.49)	(4)
Cuban Refugee	237.54	192.91	192.91	(44.63)	(19)
Indo-Chinese Refugee	0	309.12	283.26	283.26	100

DISCUSSION SUMMARY

The budget provides essential public assistance grants to persons not qualifying under other cash aid programs (including UIB). It is composed primarily of single adults who also receive food stamps and Medi-Cal benefits while receiving general assistance. This program is mandated pursuant to Section 17000 of the W & I Code, with the level of service determined by the County. Generally, persons receiving G.A. must seek work while receiving aid.

Other special programs are the Cuban and Indo-Chinese programs which are Federally supported (100%) and provide aid to refugees pending their ability to get jobs and become self-supporting.

SUMMARY OF CHANGES

EXPENDITURES

This is the only expenditure account for this budget. Net decrease will be $304,796 (see Budget Highlights for reasons). $ (304,796)

Details of the decrease are as follows:

	Adjustments	
$5,815,516 - Allowed		
	$ 284,969	Grant Level Decrease
	-661,860	Decreased Caseload
	-19,808	Decreased Cuban Program (Caseload)
	+661,841	Increased Indo-Chinese
	$(304,796)	Total Decrease
$ 304,796		
$5,727,629 - Recommend		

Total Change in Expenditures (304,796)

REVENUES

Revenues will increase as a result of the new Indo-Chinese program and other adjustments (See Budget Highlights for explanation). -654,714

Details of the increase appears as follows:

	Adjustments	
$ 252,779 - Allowed		
	$+611,841	Indo-Chinese Program
	- 19,808	Cuban Proj.
	+ 2,681	Refunds from recipients
	+ 60,000	SSI/SSP Repayments (New)
	$ 654,714	
654,714		
$ 907,493 - Recommend		

Total Increased Revenue $-654,714

Total Net Decrease $(959,510)

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
General Assistance	0	$(946,829)

The budget in General Assistance is recommended to decrease from $5,710,056 to $4,813,227 for 1976-77. The decrease relates to slightly decreased grant level - $110.66 to $106.17. The basis for reducing grant levels is the actual experience in 1975-76 wherein grants are projected to average $101.48. A cost-of-living increase is recommended, but is $4.49 below the budgeted 1976-77 level. The budgeted average monthly caseload is recommended to be reduced from 4,300 to 3,778 based upon experience during 1975-76. Note: the level of 3,778 includes an allowance of 50 cases per month increase for expanded alcoholism treatment program wherein placements in certified facilities receive presumptive eligibility for up to 8 days, and become regular cases after regular eligibility determination.

Cuban Refugee	0	(19,808)

The caseload for the Cuban Refugee program is expected to remain the same(37) for 76-77; however, a decrease in grants from a budgeted level of $237.54 per case to $192.91 will reduce the overall program from $105,460 to $85,652. This program is fully subvented by the Federal government.

Indo-Chinese Refugee	0	661,841

This program was new during 1975-76 and represents an 11% gross increase in the G.A. budget. The increase is completely offset by Federal support if legislation extends the program in 1976-77. If Congress does not act by July 1, 1976, this program will be deleted in final budget adjustments and the caseload impact transferred to the AFDC budget.

SSI/SSP Reimbursements	0	-60,000

After the 1975-76 budget was adopted, the County began receiving Federal reimbursement for cases on G.A. waiting for receipt of SSI/SSP benefits from the Social Security Administration. The total amount of new revenue now anticipated, since the Federal government pays the County directly for having paid G.A. pending SSI/SSP approval, will total $60,000.

BUDGET UNIT SUMMARY REPORT

SOCIAL SERVICES AGENCY

FORM 104-6

390- Care of Juvenile Court Wards

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES	$ 19,398	$ 20,578	$ 20,578	$ 1,180	6.1
OTHER CHARGES	1,422,489	842,688	643,868	(778,621)	(54.7)
FIXED ASSETS	2,132	2,132	2,132	0	0
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$1,444,019	$865,398	666,578	(777,441)	(53.8)
REVENUE	-649,112	-507,400	-189,127	-(459,985)	(70.9)
NET COUNTY COST	$ 794,907	$357,998	477,451	(317,456)	(39.9)
MAN-YEARS					

PERFORMANCE SUMMARY

	1975-76	1976-77			
	ALLOWED	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Average Cases Aided/mo.	338	209	160	(178)	(52.7)
Average Grant Amount	$ 350	$ 326	$335.35	(14.65)	(4.2)
Children in Foster Homes/mo.	132	163	119	(13)	(9.8)
Children in Private Institutions/mo.	81	46	41	(40)	(49.4)
SSI/SSP Children/mo.	125	63*	33*	(92)	(73.6)

*Included in Foster Homes & Private Institution figures

DISCUSSION SUMMARY

This program provides funds for the maintenance and special care of wards and dependents of the Juvenile Court placed in foster homes and private institutions. Charges are levied against this budget if there is no eligibility for AFDC-BHI funds. In addition, 63 SSI/SSP cases have been carried in this budget, based on greater revenue forthcoming than if carried in the AFDC-BHI budget. A new SSI/SSP regulation presumes $72.56 income on each SSI/SSP case with County payment required. As a result, 30 of the 63 SSI/SSP cases will be transferred to the AFDC-BHI (367) budget in 1976-77.

Of the 190 cases currently carried in this budget, 153 or 80.5% are children in foster homes or group homes and 37 or 19.5% are children in private institutions.

DISCUSSION SUMMARY (Contd.)

Actual caseload experience in this budget has been lower than 75-76 budget estimates, with an actual average caseload of 190 as compared to the allowed caseload of 338. Grant amount experience in this budget has also been lower than budget estimates for 75-76, with an average monthly grant level of $329.42 experienced as compared to the allowed monthly grant level of $350.

Budget projections for 76-77 reflect the current year average of 190 cases, less 30 SSI/SSP cases transferred to AFDC-BHI, and a cost of living increase in overall grant level.

SUMMARY OF CHANGES

	AMOUNT
SERVICES AND SUPPLIES	$ 1,180
An increase from $19,398 to $20,578 is allowed, based on a 7.5% increase in the salary of the Bay Area Placement Coordinator, from $15,738 to $16,918.	
OTHER CHARGES	(778,621)
A decrease from $1,422,489 to $643,868 is based on:	
• Differences in caseload and grant amount experience from 1975-76 budget projections $(671,412)	
• Transfer of 30 SSI/SSP cases to the AFDC-BHI budget $(147,240)	
• Cost-of-living increase anticipated for average grants. $ 40,031	
TOTAL EXPENDITURES	-(777,441)
REVENUE	-(459,985)
A decrease from $649,112 to $189,127 in SSI/SSP, Veterans and other benefits is based on:	
• Differences in current year experience of $352,975 as compared to $649,112 allowed $-(296,137)	
• SSI/SSP disallowance of $72.56 on 63 cases -(54,855)	
• Transfer of 30 SSI/SSP cases to the AFDC-BHI budget -(110,160)	
• Increase from $17,833 to $19,000 in contributions from other counties to the Bay Area Placement Committee 1,167	
NET COUNTY COST	$(317,456)

BUDGET HIGHLIGHTS

ACTIVITY	AMOUNT
1975-76 Caseload and Grant Amount Experience vs. Budget Projections	$(375,275)

Caseload experience in this budget has been lower than 1975-76 budget projections, with an average caseload of 190 experienced as compared to the allowed caseload of 338, based on double budgeting of SSI/SSP cases for the current fiscal year. Grant amount experience has also been lower than budget estimates for 1975-76, with an average monthly grant level of $329.42 experienced as compared to $350 allowed. The resulting difference in monthly expenditures is a decrease of $55,951 or $671,412 for the full year, from $118,300 to $62,589 monthly or $1,422,489 to $751,077 for the full year. Impact on revenue is a decrease of $296,137 in monies collected from SSI/SSP, V.A. and other benefits, from $649,112 allowed to $352,975.

Transfer of SSI/SSP Cases to AFDC-BHI Budget	17,775

Currently, 63 SSI/SSP cases are carried in this budget. As a result of a new SSI/SSP regulation which presumes $72.56 in income on each case involving County payment, revenue will be reduced by $54,855. To maximize revenue from all sources, 30 of these cases will be transferred to the AFDC-BHI budget (#367) in 1976-77. At an average grant level of $409 for each case, this will result in decreases of $147,240 in expenditures. Based on a maximum SSI grant of $306 per case, revenue decreases resulting from the transfer of these cases will amount to $110,160.

Cost-of-Living Increase in Overall Grant Level	40,031

Projected cost-of-living increases in overall grant amounts will result in the addition of $40,031 to current year expenditures, from $603,837 to $643,868.

AVERAGE CASELOADS AND GRANT AMOUNTS

	1975-76 Allowed	1975-76 Actual	1976-77 Recommend
Average Caseload	338	190	160*
Monthly Expenditures	$118,300	$62,589.00	$53,656.00
Average Grant Amount	$ 350	$ 329.42	$ 335.35

*Reflects transfer of 30 SSI/SSP cases to AFDC-BHI budget

THE BASIS FOR TRANSFER OF 30 SSI/SSP CASES FROM CARE OF COURT WARDS BUDGET - #390 TO AFDC-BHI BUDGET - #367

REVENUE IN CARE OF COURT WARDS BUDGET

	30 cases x $306 SSI/SSP grant x 12 mos.	= $110,160
Less	30 cases x $72.56 SSI/SSP disallowance x 12 mos.	= 26,122
	TOTAL SSI/SSP REVENUE	= $ 84,038

REVENUE IN AFDC-BHI BUDGET

Based on transfer of expenditures from Care of Court Wards budget of 30 federally eligible SSI/SSP cases:

30 cases x $409 average grant x 12 mos. = $147,240

Federal revenue = .5 x $147,240 =	$ 73,620
State Revenue = .3375 x $120 of each grant x 30 cases x 12 mos. =	14,580
TOTAL SSI/SSP REVENUE =	$ 88,200

DIFFERENCE IN REVENUE, CARE OF COURT WARDS AND AFDC-BHI BUDGETS

CARE OF COURT WARDS REVENUE	= $ 84,038
AFDC-BHI REVENUE	= $ 88,200
DIFFERENCE	= $ 4,162

When carried in the AFDC-BHI budget, these 30 SSI/SSP cases will generate $4,162 more revenue than if carried in the Care of Court Wards budget.

Budget Hearing 1976-77

☐ POLICY MATTER (Funds Included)

☒ POINT OF ISSUE (Funds Not Included) *

BUDGET UNIT NO. & TITLE
367 - AFDC-BHI and 390 - Care of Juvenile Court Wards

DEPARTMENT
Social Services Agency/Probation Dept

TITLE
Setting of Basic Foster Home Rates

AMOUNT	Gross	Net County Cost
Alternative A	0	0
Alternative B	$80,544	$40,272
Alternative C	143,952	71,976

DESCRIPTION:

The setting of 1976-77 foster home rates by the County will take place during policy hearings. These rates are represented in two budgets: AFDC-BHI and Care of Juvenile Court Wards.

I. A. Increases in the basic foster home rates for the past three years have exceeded the Consumer Price Index (CPI) for each year, as follows:

Comparison of Foster Home Rate Increases and Consumer Price Index (CPI)

	1975-76 CPI = 12.43%		1974-75 CPI = 8.48%		1973-74 CPI = 5.88%	
Age Grp	Rate Allowed	Over CPI by	Rate Allowed	Over CPI by	Rate Allowed	Over CPI by
0-6	$145	1.73%	$131	3.52%	$117	5.52%
7-12	160	4.37%	137	3.82%	122	5.02%
13+	180	.77%	159	4.66%	142	3.32%

Age Grp	1973-76 Cumulative Total Rate Increase Over CPI by
0-6	10.77%
7-12	13.21%
13+	8.75%

CPI for 76-77 = 8.7%

B. In addition to the basic foster home rates, 1976-77 rates for special allowances will be established by the County during policy hearings. Rates in these areas have been set as follows:

	1975-76	1974-75	1973-74
Annual clothing allowance	$ 80	$ 80	$ 80
Back to school clothing allowance	75	50	-
Mentally retarded or disturbed children	278	250	200
Additional payment for unusual physical or mental condition	50	50	50
Emergency medical/surgical care	150	150	150

* The position of the County Administrator and of the Social Services Agency is that no increase in the basic foster home rate should be allowed for FY 1976-77. It is anticipated that the Foster Parents Assn. may wish to be heard on this matter.

POINT OF ISSUE (Contd.)

II. Three alternatives are submitted to your Board for consideration in the setting of foster home rates for FY 76-77: the budgetary impact of no increase, a 5% increase and an 8.7% increase in basic rates over the current year's experience are presented.

A. No increase in basic rate, FY 76-77

Age Group	Basic Rate	No. of Children	AFDC-BHI Expenditures	No. of Children	Care of Juvenile Court Wards Expenditures
0-6	$145	208	$ 361,920	20	$ 34,800
6-12	160	259	497,280	25	48,000
13+ boys*) 13+ girls*)	180	289	624,240	27	58,320
		756	$1,483,440	72	$141,120

Total expenditures for 1976-77 with no increase in the basic rate will equal $1,624,560. Net County cost is estimated to be $812,280.

B. 5% increase in basic rate, FY 76-77

0-6	$152	$ 379,392	$ 36,480
6-12	168	522,144	50,400
13+ boys*) 13+ girls*)	189	655,452	61,236
		$1,556,988	$148,116

Total expenditures for 1976-77 with a 5% increase in the basic rate will equal $1,705,104, an increase of $80,544 over existing rates. Net County cost is estimated to be $852,552, or $40,272 over existing rates.

C. 8.7% increase in basic rate, FY 76-77

0-6	$158	$ 394,368	$ 37,920
6-12	174	540,792	52,200
13+ boys*) 13+ girls*)	196	679,728	63,504
		$1,614,888	$153,624

Total expenditures for 1976-77 with an 8.7% increase in the basic rate will equal $1,768,512, an increase of $143,952 over existing rates. Net County cost is estimated to be $884,256, or $71,976 over existing rates.

III. The position of the County Administrator's Office and the Social Services Agency is that no increase in the basic rate is warranted for 1976-77. This position is based upon the fact that recent rate increases have exceeded the Consumer Price Index.

* For FY 1976-77, the State requires separate rates for boys and girls in the 13 and over age group.

BUDGET UNIT SUMMARY REPORT

FORM 104-6

#392 - Comprehensive Employment and Training Act (CETA)

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$1,144,909	$1,660,829	$ 226,165	$ (918,744)	(80.2)
SERVICE & SUPPLIES	2,104,942	3,090,101	1,950,308	(154,634)	(7.3)
OTHER CHARGES					
FIXED ASSETS	355	4,322	355	0	0
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$3,250,206	$4,755,252	$2,176,828	$(1,073,378)	(33.0)
REVENUE	-3,250,206	-4,755,252	-2,176,828	-(1,073,378)	(33.0)
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	-
MAN-YEARS	60.84	98.5	12.92	(47.92)	(78.8)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Youth Employment Program Enrollees (Title I & III)	300	400	300	0	0
*PSE Positions (Title II & VI)	365	430	0	(365)	(100)

*Public Service Employment

DISCUSSION SUMMARY

This budget unit normally includes appropriations for all Manpower programming. It is subject to fluctuation depending on program contracts. Due to many uncertainties, the recommended budget reflects only those programs (Titles I/III) that the local sponsor has indicated will continue (with some degree of certainty). These programs are the Summer Youth Employment Program and the Youth Employment and Training Program.

SUMMARY OF CHANGES

The Summary of Changes for this budget identifies expenditures and revenues based on current year Title I and Title III allocations only. Congress has not yet acted to continue funding under Titles II and VI. These funds, which were reflected in the budget for 1975-76, are not projected for the next fiscal year, resulting in an overall decrease in expenditures and revenues for 1976-77.

	MAN-YEARS	AMOUNT
SALARIES AND EMPLOYEES BENEFITS		
A decrease from $1,144,909 to $226,165 is based on the deletion of staffing under Titles II and VI for fiscal year 1976-77.		
1. The following positions are affected, resulting in a decrease of $ 801,385 in gross salaries and wages, from $990,527 to $189,142:		
Admin. Services Asst. I (1.00) $(16,116)		
Secretary I (1.00) (10,944)		
Career Development Spec. I (1.17) (19,712)		
Career Development Spec. II (1.00) (19,212)		
Asst. Dir., Equal Opp. Programs (.58) (12,614)		
*PSE Title II (13.50) (394,956)		
*PSE Title VI (30.42) (336,165)		
Clerk II .17 1,564		
Supervising Secretary I .5 5,724		
Youth Summer Coordinator .08 1,046	(47.92)	$(801,385)
*Public Service Employee		
2. Salary Savings decrease from $21,494 at 2.17% to $889 at .47%.		20,605
3. A decrease of $9,996 indifferentials.		(9,996)
4. Deletion of $10,000 of overtime allowed in the 1975-76 budget under Titles II and VI.		(10,000)
5. Benefits decrease from $155,876 to $37,908 as follows:		
Retirement, from $98,960 to $19,472 $(79,488)		
FICA, from $42,680 to $10,120 (32,560)		
Health Insurance, from $9,516 to $7,500 (2,016)		
Other benefits, from $4,720 to $816 (3,904)		(117,968)
Subtotal, Salaries and Employee Benefits	(47.92)	$(918,744)

	MAN-YEARS	AMOUNT	
SERVICE AND SUPPLIES			
A decrease from $2,104,942 to $1,950,308 is based on the deletion of 1975-76 expenditures under Title II and Title VI allocations. Decreases include the following:			
6. From $465 to $296 for Maintenance of Equipment		$ (169)	
7. From $5,795 to $4,295 for Communications costs		(1,500)	
8. From $6,983 to $6,473 for transportation and Transportation - Motor Vehilce costs		(510)	
9. From $2,064 to $1,032 for travel expenses		(1,032)	
10. From $2,053,820 to $1,910,152 in special departmental expenses; the largest expenses here are $1,761,073 for client and enrollee wages and allowances, $47,850 for subcontractors in the areas of counseling and administration, and $38,911 for Workmen's Compensation insurance.		(143,668)	
11. From $21,482 to $15,000 in Professional and Specialized services for: $21,482 is all charged under Titles II and VI; $15,000 is recommended to provide for the costs of auditing the closure of the Title II and VI programs.		(6,482)	
12. From $865 to $635 in compensation insurance		(230)	
13. From $3,550 to $2,507 in Rents and Leases of Equipment.		(1,043)	
Subtotal, Services and Supplies			$(154,634)
FIXED ASSETS			
Fixed assets will remain at the 1975-76 budgeted level of $355 for 1976-77.		$ 0	
Subtotal, Fixed Assets			0
Total Expenditures			$(1,073,378)

	MAN-YEARS	AMOUNT
REVENUE		
A revenue decrease from $3,250,206 to $2,176,828 is based on:		
• Current year funding of $216,182 under Titles I and III		
• Deletion of current year funding of $1,088,378 under Titles II and VI		
• $15,000 allowance under Titles II and VI for the costs of auditing the closure of Title II and VI programs		$(-1,073,378)
Sub-Total - Revenue	(47.92)	$(-1,073,378)
Total Change - Net County Cost		$ - 0 -

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Preliminary Budget	(47.92)	$(1,073,378)

The recommended 1976-77 Manpower budget only reflects continuation of Titles I and III programming. The uncertainties involved in either program expansion of these Titles, or continuation of Titles II and VI make budgeting most difficult. As experience shows, the process of budgeting these programs within the normal County cycle is not possible. Based upon Federal action, and decisionsmade by the local prime sponsor (ACTEB), this budget unit is subject to continual adjustment during the course of a fiscal year. The following illustrates the situation:

Allowed 1975-76	Adjusted 1975-76*	Recommend 1976-77
$3,250,206	$6,900,586	$2,176,828

*Mid-year adjustments totaled $3,650,380.

There are many indications that the Federal Congress will act to sustain Titles II and/or VI. However, by the time presidential action is taken, distributions are made by the Dept. of Labor, and further deliberations conducted by the local prime sponsor (ACTEB), the County's final budget may have been adopted. Thus, adjustments can be anticipated during the summer months.

SOCIAL SERVICES AGENCY

BUDGET UNIT SUMMARY REPORT

395 - Special Welfare Programs

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	0	0	0	0	
SERVICE & SUPPLIES	0	0	0	0	
OTHER CHARGES	$738,757	$708,757	$659,144	$(79,613)	-11
FIXED ASSETS	0	0	0	0	
EXPENDITURE TRANS. & REIMBS.	0	0	0	0	
TOTAL EXPENDITURES	$738,757	$708,757	$659,144	$(79,613)	-11
REVENUE	$705,691	$675,691	$632,204	$-(73,487)	-10
NET COUNTY COST	$ 33,066	$ 33,066	$ 26,940	$ (6,126)	-19
MAN-YEARS	0	0	0	0	0

PERFORMANCE SUMMARY

	ALLOWED	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
ACAMAR (clients per month)	272	272	253	-19	-7
CATHOLIC CHARITIES (clients per month)	12	12	11 (or short courses)	-1	-7
CEREBRAL PALSY (clients per month)	15	15	14	-1	-7

DISCUSSION SUMMARY

This budget unit appropriates Title XX funds for four social service contracts. Services provided relate to meeting services mandated under Title XX which generally are directed toward the special populations of AFDC and SSI/SSP recipients. The bulk of services are support services to help clients to become self-sustaining and independent of public assistance.

SOCIAL SERVICES AGENCY
#395 - Special Welfare Programs

SUMMARY OF CHANGES

	Man-Years	Amount	
OTHER CHARGES			
1. This account will decrease $79,613 (from $738,757 to $659,144) in 1976-77 due to reduced funding of one project and a decrease in allocated Title XX funds.		$(79,613)	
Total Change in Expenditures			$(79,613)
REVENUE			
2. The reduced level of funding will produce a corresponding decrease in revenues from $705,691 to $632,204.		$(73,487)	
Total Change in Revenue			$(73,487)
Net Total Change			$ (6,126)

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Early Completion of Study		$(30,000)

The Children's Home Society has been involved in an extensive study of foster care over a period of time. The study was originally scheduled for completion in April, 1977. It is now proposed to be completed December 31, 1976. The net effect of this earlier completion will be to reduce the funding level for 1976-77 by $30,000.

Reduced Title XX Funding		$(49,613)

Overall Title XX is expected to be reduced 7% based upon allocation information from the State. The recommended budget reflects this reduction in all four levels for contractors with local matching level reduced as well. (Federal decrease is $37,210 and matching local will total $12,403).

Note: The 7% reduction in these contracts has been applied consistently in all Title XX programs in the recommended budget. The same reduction (7%) was also applied to County operated programs and funded County positions were reduced accordingly.

SUMMARY OF FUNDING - 1976-77

Title XX, Social Service Contracts

	Federal	County	Donations*	Total
Cerebral Palsy Contract for Bay Area	$100,858	$24,206	$ 9,414	$134,478
Children's Home Society	31,388	-	10,462	41,850
Catholic Charities	8,203	2,734	-	10,937
ACAMAR	353,909	-	117,970	471,879
Totals	$494,358	$26,940	$137,846	$659,144

*While private donations are used to "match" Title XX, Federal law requires the County to actually receive these for payment to the contractor; thus, they are reflected in the budget unit as an appropriation and revenue. This arrangement results in the procedure of having the contractor raise the donation, turn over the funds to the County, and then the County returns the donation, along with 75% Title XX funds, to the contractor.

SPECIAL WELFARE PROGRAMS

This budget is used to purchase social services under Title XX. The history of contract levels and sharing are as follows:

(Note: Decrease results from a 7% reduction in Title XX funding proposed by the State for 1976-77)

Contractor:

Cerebral Palsy Center for Bay Area

Funding - 75% Title XX, 18% County, 7% Local Donations

	Funding Levels		
1975-76	1976-77 Request	1976-77 Recommend	
$144,600	$144,600	$134,478	(7% reduction)

Services provided:

Physical, speech, hearing, and occupation therapy; recreation programs, work activities, counseling and transportation.

Eligibles:

AFDC, SSI/SSP, certified handicapped persons.

Contractor:

Children's Homes Society

Funding - 75% Title XX, 25% Local Donations

	Funding Levels		
1975-76	1976-77 Request	1976-77 Recommend	
$ 75,000	$ 45,000	$ 41,850	(44% reduction)

(Reduced funding results from study being completed in December, 1976)

Services Provided:

Study of foster care.

(cont'd)

Contractor:

Catholic Charities

Funding - 75% Title XX, 25% County

Funding Levels			
1975-76	1976-77 Request	1976-77 Recommend	
$ 11,760	$ 11,760	$ 10,937	(7% reduction)

Services Provided:

Provide two courses which are 26 weeks each to 12 students (24 during year) towards improving their capability at securing a job. Services are provided to AFDC and SSI/SSP persons, who are unemployed.

Contractor:

Alameda County Association for the Mentally Retarded

Funding - 75% Title XX, 25% Local Donations

Funding Levels			
1975-76	1976-77 Request	1976-77 Recommend	
$507,397	$507,397	$471,879	(7% reduction)

Services Provided:

Provide long-term sheltered employment; training in mobility, personal care and communications; referral to other agencies with a goal of making clients economically self-sustaining.

Eligibles:

AFDC and SSI/SSP recipients certified as retarded.

BUDGET UNIT SUMMARY REPORT

396 - Supplemental Welfare Programs

FORM 104-B

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$1,261,319	$ 0	$ 0	$ (1,261,319)	-100
SERVICE & SUPPLIES	117,452	0	0	(117,452)	-100
OTHER CHARGES	6,845,094	0	0	(6,845,094)	-100
FIXED ASSETS	29,856	0	0	(29,856)	-100
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$8,253,721	$ 0	$ 0	$ (8,253,721)	-100
REVENUE	6,505,023	0	0	$(-6,505,023)	(-100)
NET COUNTY COST	$ 1,748,698	0	0	$(1,748,698)	-100
MAN-YEARS	96.0	0	0	(96)	-100

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
N/A					

DISCUSSION SUMMARY

This budget unit is recommended to be discontinued in 1976-77. Funds were appropriated in 1975-76 as a contingency for possible impacts of a massive economic recession. Current economic trends have improved, and thus funds will not be needed in 1975-76.

BUDGET UNIT SUMMARY REPORT
SOCIAL SERVICES AGENCY

FORM 134-B

397 - WELFARE PILOT EMPLOYMENT PROGRAM

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 42,642	$ 56,377	$ 66,496	$ 23,854	56
SERVICE & SUPPLIES	9,142	47,186	9,322	180	2
OTHER CHARGES	10,000	10,000	10,000	0	0
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 61,784	$113,563	$ 85,818	$ 24,034	39
REVENUE					
NET COUNTY COST	$ 61,784	$113,563	$ 85,818	$ 24,034	39
MAN-YEARS	2.50	3.16	3.58	1.08	43

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Eligibility Training					
- Technician	60	60	60	0	0
- Clerical	20	20	20	0	0
Job Development					
- Recipients	0	120	120	120	100

DISCUSSION SUMMARY

This budget unit supports a "pilot" program designed to place AFDC and GA recipients into jobs. For 1976-77, it is anticipated the program will be primarily funded by a special CETA grant from the Governor's discretionary funds. If used, County funds would supplement staffing and specialized costs not supported by grants.

SUMMARY OF CHANGES

SALARIES & EMPL. BENEFITS	Man-Years	Amount	
1. Increase of one month for one Sup. Clerk II for training.	.08	$ 1,602	
2. Increase of 8 months of Section Supervisor to manage program.	.66	14,680	
3. Increase of one Social Worker II and III for one month each.	.17	2,382	
4. Increase of two months of Career Development Specialist.	.17	2,816	
5. Benefits associated with position increases.	-	2,374	
Total Change	1.08		$23,854
SERVICES AND SUPPLIES			
6. Funds to purchase special training courses provided during training will decrease based upon reduced training cycles (from $7,305 to $6,900).		(405)	
7. Increase in funds for usage of consultants to assist in training and evaluation (from $1,700 to $2,200).		500	
8. Increased Workmen's Compensation.		85	
Total Change			180
Total Change in Budget			$24,034

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Longer Training Cycles		$ 23,854

This program was budgeted in 1975-76 to support two cycles, at 3 months each, for training welfare recipients. Actual experience of training, as well as delays in completing the second cycle, will require a budget adjustment for staffing of the program in 1976-77. Experience indicates that training cycles will, in fact, require 5 months each. Therefore, the total number of man-months to be funded has been increased from 30 to 43. Partially offsetting the need for an even greater increase will be receipt of a special CETA grant from the Governor's Discretionary funds in 1976-77. Official notification of this grant has not been received; however, all indications are that it is forthcoming. When it is received, it will be budgeted in this budget unit.

There are a variety of policy questions surrounding this program which require further attention and are presented in an associated policy item.

Budget Hearing 1976-77

[X] POLICY MATTER (Funds Included)

[ ] POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
397- Welfare Pilot Employment Program	Social Services Agency

TITLE	AMOUNT
Continuation of Pilot Employment Program & Source of Funding	$85,818

DESCRIPTION:

This policy item is presented in order to pose two general questions surrounding this program and its continuation. Based upon the Board's approval of this program last fiscal year, funds have been included in the recommended budget. However, the entire program and its funding needs consideration. The two questions posed are as follows:

1. Should the Pilot Employment Program be continued?

   Discussion

   The initial pilot phases of the program have been completed and two cycles and placement of trainees have been evaluated. This evaluation will be available at the time of budget hearings this year. With that evaluation in hand, it would be appropriate to consider the issue of whether further County funds or State/ Federal support should be expended for the project. It may also be that the evaluation will serve to guide programming adjustments needed as a result of the pilot phase.

2. Assuming the program is approved to continue, should other sources of revenue be used to support the program rather than $85,000 in General Fund support?

   Discussion

   To answer this question, two alternatives can be considered in relationship to the proposed 1976-77 budget and program. Either alternative would appear to be fiscally advantageous versus the arrangement anticipated in the proposed budget. The following pages illustrate actual support in 1975-76, proposed in 1976-77, and Alternatives A and B.

1975-76

Estimate of Actual Expenditures for Pilot Employment Program

	(1) From Welfare Admin. Budget	(2) From Career Opp. Budget	(3) From Pilot Employ. Project Budget
Personnel Cost			
Supervision & Training Staff	$ 85,310		$ 15,722
Man-months	56		10
Trainee Salaries	$ 75,231	$173,013	
Man-months	100	210	
Other Training Costs			
Special Training Course (Silva)			$ 5,700
Subsidy-Paid to clients while in training, but not on regular aid.			$ 6,000 Estimate
Other Miscellaneous Cost			
Total	$160,541	$173,013	$ 27,422

1) 75% State/Federal, 25% County

2) All State/Federal

3) All County Support

Actual experience in 1975-76 has differed from that planned in that significant support has come from regular Welfare Admin. and training funds. The program has encountered extensive delays in completing various phases, and up until April 15, none of the County subsidy funds scheduled to be used for training persons for non-County jobs had been used. Only during May and June 1976, is a new training phase to begin, which will result in the charges of $27,000 to the project's own budget.

1976-77

Proposed Funding of Pilot Employment Program

	(1) From Welfare Admin. Budget	(2) From Career Opp. Budget	(3) From Pilot Employ. Project Budget	(4) From CETA Discretionary Fund-Grant
Personnel Cost				
Supervision & Training Staff	$ 32,015	-	$ 66,496	$ 20,800
Man-months	24		43	21
Trainee Salaries				$181,000
Man-months				640
Other Training Costs				
Special Training Course (Silva)			$ 6,900	
Subsidy-Paid to clients while in training, but not on regular aid.			$ 10,000*	
Other Miscellaneous Cost			$ 2,422	
Total	$ 32,015	-	$ 85,818	$201,800

1) 75% State/Federal, 25% County

2) All State/Federal

3) All County Support

4) All Federal funds

*Additional subsidy funds are anticipated in a grant from the State Dept. of Benefit Payments (approximately $26,000).

The following proposal assumes that the County application for CETA discretionary funds will be granted. Indications from State officials are that it will be approved. It is noteworthy that the grant does not propose to replace County General Fund monies. The actual impact would be that the program would become a "CETA" program, supplemented by $85,000 in County support for staff.

TOTAL PROGRAM $319,633

1976-77

Alternative A For Funding

	(1) From Welfare Admin. Budget	(2) From Career Opp. Budget	(3) From Pilot Employ. Project Budget	(4) From CETA Discretionary Fund-Grant
Personnel Cost				
Supervision & Training Staff	$ 32,015			$ 87,296
Man-months	24			64
Trainee Salaries		$ 85,818		$ 95,182
Man-months		230		410
Other Training Costs				
Special Training Course (Silva)				$ 6,900
Subsidy-Paid to clients while in training, but not on regular aid.				$ 10,000
Other Miscellaneous Cost				$ 2,422
Total	$ 32,015	$ 85,818		$201,800

1) 75% State/Federal, 25% County

2) All State/Federal

3) All County Support

4) All Federal funds

This proposal sustains the program level, but makes full utilization of funds other than County support. Specifically, as Col. 2 indicates, the Career Opportunities program would fund training slots and free up CETA monies for staff and expenses rather than drawing upon County money. Implementation of this plan would reduce County support $85,800.

TOTAL PROGRAM - $319,633

1976-77

Alternative B For Funding

	(1) From Welfare Admin. Budget	(2) From Career Opp. Budget	(3) From Pilot Employ. Project Budget	(4) From CETA Discretionary Fund-Grant	Title XX
Personnel Cost					
Supervision & Training Staff	$ 32,015			$ 20,800	$ 66,496
Man-months	24			21	43
Trainee Salaries				$181,000	
Man-months					
Other Training Costs					
Special Training Course (Silva)					$ 6,900
Subsidy-Paid to clients while in training, but not on regular aid.					$ 10,000
Other Miscellaneous Cost					$ 2,422
Total	$ 32,015			$201,800	$ 85,818

Federal - $ 64,363

County - $ 21,455

1) 75% State/Federal, 25% County

2) All State/Federal

3) All County Support

4) All Federal funds

This alternative would negate the need to utilize funds from the Career Opportunities program, discontinue full County support, and maximize the usage of CETA, in accordance with the County's application on file, and draw upon Title XX funds. County support would be required to match Title XX. Implementation of this proposal is possible within the guidelines of Title XX in that employment services are mandated.

(Over)

TOTAL PROGRAM $319,633

Alternative B for Funding (Contd.)

The drawback to this proposal is that Title XX programming is already being reduced in the 1976-77 budget. Implementation of this program would require the deletion of at least 4 additional positions in the regular social services programs. However, if the Pilot Employment program is a priority, then the usage of Title XX should be considered.

BUDGET UNIT SUMMARY REPORT
HEALTH CARE SERVICES AGENCY
400 - ADMINISTRATION

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 2,227,068	$ 2,669,976	$ 2,591,318	$ 364,250	16.4
SERVICE & SUPPLIES	452,277	531,508	470,493	18,216	4.0
OTHER CHARGES					
FIXED ASSETS	6,369	11,109	5,318	(1,051)	(16.5)
EXPENDITURE TRANS. & REIMBS.	-1,337,293	-67,139	- 344,243	-(993,050)	-(74.3)
TOTAL EXPENDITURES	$ 1,348,421	$ 3,145,454	$ 2,722,886	$ 1,374,465	101.9
REVENUE					
NET COUNTY COST	$ 1,348,421	$ 3,145,454	$ 2,722,886	$ 1,374,465	101.9
MAN-YEARS	154.00	177.50	167.00	13.00	8.4

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Not Applicable					

DISCUSSION SUMMARY

The Administration Division of the Health Care Services Agency encompasses the offices of the Agency Director as well as the Assistant Agency Director, Administration, as well as the Agency-wide functions of accounting, billing, personnel, planning and management services.

During the current year, an in-depth organizational study of the Agency's administrative systems services and organization both within this division as well as in the operating service departments, was completed. However, since recommended changes are still in the discussion stage, essentially the "status quo" in terms of number and classification, as well as organizational placement and responsibility of administrative personnel, is recommended pending the completion of the reorganization proposal, and its necessary approvals.

SUMMARY OF CHANGES

SALARIES & EMPLOYEE BENEFITS	Man-Years	Amount
1. Transfer in of the Chief Asst. Director and his Secretary II from the Fairmont Hospital budget.	2.00	$ 57,504
2. Transfer in of administrative staff from the former regional directors' offices (Highland & Fairmont Hospitals). These include:		
Admin. Svcs. Officer II - $21,624 Health Svcs. Rep. III - 16,284 Program Administrator I - 19,608		
Note: These positions will be reviewed in conjunction with the administrative reorganization study; transferred here for easier identification.	3.00	57,516
3. Transfer of funded positions from the Special Projects (#420) budget which were formerly financed by the Federal 314(d) grant. The grant expired in 1975-76 but the Board of Supervisors approved continuing them at County expense as a policy decision in June 1975.		
These positions which were in Planning & Management include:		
Clerk II - $ 9,384 Program Specialist II - 19,608 Public Info. Specialist - 18,348	3.00	47,340
4. A Departmental Personnel Officer position is recommended to handle the payroll and personnel records functions of the more than 1,000 employees in Administration, Mental Health, Public Health and Alcohol and Drug Abuse, and relieve the existing Departmental Personnel Officer II of this direct responsibility and free		

SALARIES & EMPL. BENEFITS	Man-Years	Amount
4. him to better coordinate, implement, and monitor agency-wide personnel policies and practices including training, affirmative action and manpower programs (Each of the hospitals has their own personnel officer)	1.00	$ 19,248
5. Additional billing technicians to handle new third party billing requirements for certain public health programs (family planning, laboratory, children's services) as mandated by HEW. Note: Agency requested 3.5 positions but is agreeable to 2 pending demonstrated workload needs and revenue generation	2.00	20,760
6. Additional Accounting Technician to assist Finance to more adequately handle mental health and substance abuse claims for reimbursement. Increased number and complexity of mandated fiscal reporting & claiming and need for more timeliness justifies need.	1.00	11,784
7. Staffing adjustments in Finance's hospital accounting unit required to handle the increased number and complexity of mandated Hospital Disclosure Act (H.D.A.) requirements. These changes, which include the following cannot wait for the Agency's administration reorganization, they are needed to handle present workload needs:		

SALARIES & EMPL. BENEFITS	Man-Years	Amount	
7. Cont'd.			
a. Funding for an Accountant I in lieu of a vacant Accountant III - $(4,320)			
b. Funding for an Admin. Svcs. Asst.I position- 16,116*			
	1.00	$ 11,796	
8. Miscellaneous position reclassification approved during the current year.	0	9,252	
9. Decrease in salary savings from 8% to 6%, based on a projection of current experience.	0	24,321	
10. Decrease in overtime based on experience	0	(400)	
11. Increase in employee health insurance based in part on the additional positions, but largely to correct an error in the current year's computation, which was grossly insufficient.	0	42,309	
12. Increases in all other employee benefits based on the additional positions recommended and higher rates anticipated.	0	62,820	
Sub-Total	13.00		$ 364,250

*ASA I was justified in 1974-75 on the basis of then newly imposed H.D.A. (Hospital Disclosure Act) requirements, but was unfunded in 1975-76 by the Agency to "offset" part of the Management Specialist cost.

The "restoration" of this ASA I's funding is needed to provide the Agency with adequate staff to convert manually on a timely basis from BACIS to HDA accounting and statistical reports until the Enterprise Funds are established and only the HDA accounting will be used.

SERVICES & SUPPLIES		Amount
13. Substantial increase from $73,000 to $119,400 (63.5%) in office supply and reprographic expenses based on the following:		
- Projection of Current Year's Experience with higher usage and costs of supplies.	$26,400	
- 30% increase in postage expense based on higher postal rates (Jan.1976)	5,533	
- 10% increase in Central Billing's supplies due to new public health billing requirements.	4,272	
- 10% increase over current year's projection for inflation.	10,195	
		$ 46,400
14. Decrease in professional & specialized service expenses from $93,185 to $56,520 based on the following adjustments:		
- Elimination of support for Comp. Health Planning since that agency won't exist after June 30, 1976.	(24,325)	
- Elimination of a one-time expense for a consultant on accounting systems and organization.	$(25,000)	
- Funding of the Developmental Disability Coordination contract at the current year's approved level.	10,460	
- Increase in "undesignated" amount for miscellaneous consultants' services from $12,800 to $15,000.	2,200	
		(36,665)

SERVICES & SUPPLIES	Man-Years	Amount	
15. Increase in certain IGS charges from a composite total of $65,488 to $76,212 based on a projection of current year's experience & changing program requirements.			
- Data Processing Svcs.	5,437		
- Communications Svcs.	514		
- Motor Vehicles Svcs.	4,773	$ 10,724	
16. Miscellaneous increases and decreases recommended in all other accounts based on a projection of current experience and changing program requirements.		$ (2,243)	
Sub-total			$ 18,216
FIXED ASSETS			
17. Equipment for additional billing and accounting personnel.		2,377	
18. Additional filing units to handle increased accounting and fiscal records		1,650	
19. Miscellaneous additional and replacement office equipment and furnishings.		1,291	
Total Fixed Assets Recommended		5,318	
Less: Current Year Allowed		(6,369)	
Total Fixed Assets			(1,051)
Total Gross Budget			402,467
CREDITS			
20. Elimination of finance charges to other Agency divisions with the exception of Mental Health and Alcohol & Drug Abuse. This represents a decrease from $1,308,983 to $274,243. The other Agency divisions, where appropriate, will recover their finance indirect costs via the A-87 cost reimbursement methodology. (This loss of credit income is offset by reduced appropriation requirements in the other Agency Budgets.		-(1,034,740)	
21. Increase in income generated by the Agency's Copy Center from $28,310 to $70,000 (147%) based on current cost and usage experience.		-41,690	
Sub-Total			-(993,050)
Net County Cost	13.00		$1,374,465

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Transfers In of Positions from other Agency Budgets	8.00	$ 162,360

Eight positions are recommended for transfer in from other Agency budgets based on organizational changes, both accomplished and pending. These include: the Chief Assistant Director and his secretary from the Fairmont Hospital budget; three administrative staff positions from the former North and South Regional Directors' offices, pending an assessment of their ongoing need in a pending reorganization of the Agency's administrative services; and three staff positions from Public Health's Special Project's budget, to reflect their actual functional work assignment, i.e., in Planning and Management's Special Services Section.

Additional Personnel Officer	1.00	$ 19,248

An additional Departmental Personnel Officer is recommended for the Agency to direct the payroll and record keeping functions of the more than 1,000 non-hospital Agency employees, and relieve the Departmental Personnel Officer II of these duties, and allow him to direct his efforts more appropriately in the coordination, implementation, and monitoring of the Agency-wide personnel policies and procedures including training, affirmative action and manpower programs. Each of the two hospitals have their own personnel officer. The Personnel Department strongly supports this recommendation.

Inauguration of Billing for Public Health Services	2.00	20,760

Recently-mandated requirements by HEW to initiate third party billings for family planning, laboratory and certain children's services will require two additional billing technicians in addition to clerical "input" staff in Public Health. The added costs are expected to generate a substantially greater revenue yiedl, which is discussed at length in the Public Health budget.

Increased Accounting Requirements and Workload	2.00	23,580

The increasing number and complexity of various mandated accounting reporting and claiming requirements both associated with the hospitals H.D.A. (Hospital Disclosure Act) needs, as well as the Mental Health/ Substance Abuse Services have indicated a minimal need for two more accounting positions to handle the increased workload being generated. Accurate and timely compliance is vital so as not to jeopardize revenue.

ACTIVITY	MAN-YEARS	AMOUNT
Increased Office Supplies and Service Expenses		$ 46,400

The most significant increase in operating expenses is reflected in a $46,400 increase or 63.6% in the division's office expense and reprographic needs to a level of $119,400 from a current year's allowance of $73,000. A projection of current costs and usage; higher postage rates, and a continuation of inflation rates on 1976-77 as well as the additional requirements of the new public health billing systems have largely contributed to this need.

Elimination of Certain Contractual Obligations		(49,325)

The deletion of a one-time $25,000 appropriation to engage a consultant to study the Agency's accounting system and organization, and the elimination of a $24,325 cash matching support to the Comprehensive Health Planning Council will reduce expenses by $49,325. Comprehensive Health Planning will no longer exist after June 30, 1976. P.L. 93-641 replaces these non-profit councils with more powerful HSA's (Health System Agencies) for which future County cash support will be a matter for a future policy decision.

Elimination of Finance Charges to Most Other Agency Divisions		(1,034,740)

The Agency's decision to eliminate direct charges to the various Agency budget divisions for accounting and billing services will reduce Credits by $1,034,740. Appropriations in these other budget will similarly be reduced. Accounting and billing costs will be incorporated in patient care rates and claims, and thereby be recovered through the A-87 cost reimbursement method. The exception to this change are the Mental Health and Alcohol and Drug Abuse budgets which include recommended amounts of $180,096 and $94,147, respectively, to reimburse this budget for accounting, billing and collection services.

HEALTH CARE SERVICES AGENCY

BUDGET UNIT SUMMARY REPORT

401 - Public Health Services

FORM 104-B

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 2,224,369	$ 2,464,758	$2,452,069	$ 227,700	10.2
SERVICE & SUPPLIES	666,944	738,999	730,510	63,566	9.5
OTHER CHARGES					
FIXED ASSETS	24,914	12,826	8,640	(16,274)	(65.3)
EXPENDITURE TRANS, & REIMBS.	-47,985	-52,409	-52,409	- 4,424	9.2
TOTAL EXPENDITURES	$ 2,868,242	$ 3,164,174	$3,138,810	$ 270,568	9.4
REVENUE	842,396	889,307	887,307	44,911	5.3
NET COUNTY COST	$ 2,025,846	$ 2,267,544	$2,251,503	$ 225,657	11.1
MAN-YEARS	139.67	147.92	146.92	7.25	5.1

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT Actual	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Vital Registration Documents	60,000	70,000	68,000	8,000	13.3
Home Health Care Referrals	500	800	700	200	40.0
Laboratory Tests	165,000	185,000	185,000	20,000	24.2
Environmental Health Inspections	65,000	63,600	63,000	(2,000)	(3.1)

DISCUSSION SUMMARY

Public Health performs the following functions:

Preventative Medical Services - Prevention or reduction of the incidence of all infectious or other preventable or controllable diseases in Alameda County. Programs that make up this component are tuberculosis, venereal disease, immunization, dental health, and acute communicable disease control.

Laboratory- Performs the basic medico-microbiology tests to cervical cytology screening, urinalysis, chemistries and blood tests.

Environmental Health Services - Responsible for inspection programs in food, water, waste, housing,recreation,sanitation, school sanitation, industrial hygiene, and occupational health, vector control and radiation control.

DISCUSSION SUMMARY (contd)

Special Programs - Provide special services and program support to other divisions in the Public Health Services. This component evaluates and monitors the Public Health programs.

An administrative reorganization study of Public Health Services was recently completed. However, specific recommendations are currently being developed, and therefore the recommended budget essentially reflects the "status quo" pending the approval of specific reorganization proposals and their implementation.

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. Transfer in of a half-time Administrative Services Assistant I from the Highland Hospital budget (position formerly assigned to the Regional Director's office).	0.50	$ 8,058
2. An Account Clerk II position to maintain a master file on all public health requisitions (approximately 2,640 per year, reconcile all purchase orders, monitor fiscal expenditures on cost centers, and develop cost center distribtuion. (A position has been loaned to handle this workload, but needs to be returned to Family Planning to assist with new billing responsibilities).	1.00	10,380
3. Modification of the salary rate for the position of Assistant Agency Director, Public Health Services from $44,184 to $35,040 to reflect a conversion from a physician to a non-physician. The Board of Supervisors approved the modification effective 3/10/76.	0	(9,144)
4. Transfer in of funded positions from the Special Projects (#420) budget which were formerly financed by the federal 314(d) grant. The grant expired in 1975-76, but the Board of Supervisors approved continuing them at County expense as a policy decision in June 1975. These positions who are assigned to Preventive Medical Services, special programs, and Laboratory include:		
Clerk II (3) $ 28,152 Staff Nurse II 15,036 Public Health Nurse(Part-time) 4,308 Senior Public Health Nurse 18,564 Health Statistician II (2) 32,256 Account Clerk II (2) 20,760 Microbiologist 12,768	10.25	131,844
5. Reduction of two budgeteted Stenographer II's, a Sanitarian, and Senior Public Health Nurse (half-time), based on lack of justification for continuance.	(3.50)	(45,234)

PUBLIC HEALTH SERVICES

	1975-76 Allowed		Trans. In	1976-77 Base	1976-77 Recommend	Decrease/ Increase Net
SALARIES AND EMPLOYEE BENEFITS	$2,224,369		$139,902	$2,364,271	$2,452,069	$ 87,798
		ASA	8,058			
		314d	131,844			
SERVICE AND SUPPLIES	666,944		0	666,944	730,510	63,566
FIXED ASSETS	24,914		0	24,914	8,640	(16,274)
GROSS	$2,916,227		$139,902	$3,056,129	$3,191,219	$ 135,090
TRANSFER	47,985		0	47,985	52,409	4,424
	$2,868,242		$139,902	$3,008,144	$3,138,810	$ 130,666
MAN-YEARS	139.67		10.75	150.42	146.92	(3.50)
			.50			
			10.25			

		MAN-YEARS	AMOUNT	
5.A.	Funding of a Health Service Aide I based on the problem of attrition. Position will be funded by salary savings.	1.00	$ 9,324	
6.	Conversion of half-time Physician II to a contract basis of reimbursement (offset by increase in #3411 account).	(.50)	(18,570)	
7.	Deletion of a Resident IV position (offset by increased budgeted physician hours in district budgets to perform T.B. services).	(1.00)	(16,500)	
8.	Additional Clerk II for the Laboratory to provide documentation for new billing responsibilities.	1.00	9,384	
9.	Deletion of two Clerk II's based on the discontinuance of the immunization contract.	(1.50)	(14,076)	
10.	Net impact of various reclassification actions already accomplished.		17,466	
11.	Employee Benefits increases based primarily on rate changes.		55,887	
12.	Decrease in Salary Savings from 10% to 5.51% based on a projection of this year's actual experience.		88,881	
	Sub-Total Salaries and Employee Benefits	7.25		$227,700
	SERVICES AND SUPPLIES			
13.	Substantial increase in office supplies and reprographics expenses from $40,983 to $47,081 based on the following:			
	...Projection of current year's experience with higher usage and cost of supplies. $4,098			
	...Purchase of a two years' supply of forms in order to save cost on bulk purchases. 2,000			6,098
14.	Increase of 20% in medical, dental and lab supplies from $40,000 to $50,000 based on current year's experience plus estimated inflation factor of 10%.			10,000

	MAN-YEARS	AMOUNT
SERVICES AND SUPPLIES (cont'd)		
15. Increase in personal supplies and household expense from $1,000 to $5,200 based largely on the dental program's current and projected supply usage. (These accounts were underfunded this year and supplementary funds were transferred in during the current year.)		$ 4,200
16. Decrease in professional and specialized service expense from $294,402 to $280,677, based on the following internal account adjustments:		
...Elimination of Agency finance charges. Charges will be incorporated and charged through the A-87 cost reimbursement system.	$(60,354)	
...Addition of the Public Health billing system and the Nursing Data System costs. ($20,000 each. The former is a contingency amount if DPC cannot handle to contract with a service bureau).	40,000	
...Addition of a contract for a half-time physician (i.e., a conversion for a salaried individual).	16,619	
...Decrease in Home Health Care vendors' services from $50,000 to $40,000 based on the elimination of subsidy for Oakland Visiting Nurse Association.	(10,000)	(13,735)
17. Increase in Data Processing charges based on projection of current year's experience and changing program requirements. Program's computer time increased 211% or from $21,280 to $66,343. (Current year's budget estimates by DPC were substantially understated).		45,063
18. Initial inclusion of a pro rata share of costs for malpractice insurance expense and a charge by Central Collections for services.		14,248

	MAN-YEARS	AMOUNT	
SERVICES AND SUPPLIES (cont'd)			
19. Increases in communications expense from $25,870 to $29,495 based on this year's experience plus a 5% inflation factor.		$ 3,625	
20. Miscellaneous increases and decreases recommended in all other accounts based on a projection of current experience and changing program requirements.		(5,933)	
Sub-Total Services and Supplies			$63,566
FIXED ASSETS			
21. Equipment required for the new billing system.		$ 290	
22. Replacement items for old and worn-out equipment.		6,320	
23. Miscellaneous additional and replacement of office equipment and furnishings.		2,030	
Total Fixed Assets Recommended		8,640	
Less Current Year Allowed		-24,914	
Total Fixed Assets			$(16,274)
CREDITS			
24. Increase in Credits from $47,985 to $52,409 based on a projection of cost of laboratory services provided to Highland and Fairmont Hospitals.			-4,424
Total Expenditures			$270,568
REVENUE			
25. Initial inclusion of patient collections for laboratory services based primarily on the anticipated implementation of the newly required third party billing for such services.		$63,000	
26. Miscellaneous increases and decreases in all other revenue accounts based on a projection of current experience.		(18,089)	
Sub-Total Revenue			44,911
Net County Cost			$ 225,657

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
"314(d)" Positions Transferred In	10.25	$131,844

The 314(d) federal allotment funds had traditionally provided full support to eleven positions in various public health endeavors. The funding for these positions expired in 1975-76, but the Board of Supervisors approved continuing the positions at County expense as a policy decision in June 1975. These positions function in various basic public health programs such as sickle cell testing, tuberculosis control, venereal disease control and medical care evaluation. Positions are being transferred from Special Projects budget.

Reduction of Existing Staff	(3.50)	$(45,234)

The reduction of two Stenographer II's for a savings of $19,824 is recommended to achieve a more appropriate ratio between professional staff and stenographers. Positions were felt surplus and the Agency agreed.

On November 6, 1973, the Board of Supervisors approved an additional sanitarian position in order to process holding tank applications, issue permits, make annual inspections, and others. This service existed in Southern Alameda County. At that time, 15 commercial structures utilized holding tanks with 16 additional requests pending. Currently, sewage capacity exists, therefore, it is recommended that this Sanitarian position be eliminated, resulting in a savings of $16,128.

A half-time Senior Public Health Nurse (Project Specialist) is no longer required in the Preventive Medical Service Division since the one-time project assignment has been completed, resulting in a decrease cost of $9,282.

Inauguration of Third Party Billing and Collection for Laboratory Services	1.00	$(33,326)

A Clerk II is recommended to provide clerical input to support the new public health laboratory billing requirement. This position will assure accurate data collection for billing on approximately 3,000 specimens tested per month. This information will then be transcribed into a format acceptable to the billing system for generation of billing documents. The potential service bureau computer costs to generate the billing documents is expected to cost approximately $20,000. The staffing and machine costs equal $29,674. However, the new billing system is expected to generate $63,000 in patient collections not now being realized; therefore, revenue will exceed cost by $33,326.

ACTIVITY	MAN-YEARS	AMOUNT
Increased Data Processing Costs		$ 45,063

Anticipated Data Processing costs are increased by $45,063 from $21,280 to $66,343. This significant increase is based largely on the current year's actual projected costs and the fact that the current year's original estimate was substantially underestimated. Several new programs initiated in late 1975-76 such as the public health nurse workload data system and Child Health Disability Program, required more data processing services than estimated.

Elimination of Agency Finance Charges		$(60,354)

The elimination of Agency finance charges results in a decrease of $60,354 in charges to this budget. Finance costs will be recovered through incorporation in patient care rates, and cost report settlements and claimed via the A-87 cost reimbursement method.

Increases in Non-Position Related Salary and Benefit Costs		$153,090

A substantial decrease in salary savings from 10% to 5.51% based on a projection of current experience represents an increase of $88,881 Miscellaneous position reclassifications and reallocations approved during the current year represent a net increase of $8,322. Adjustments in various employee benefits to reflect the higher net salary appropriation recommended plus known rate changes totals a composite of a $55,887 increase.

Additional Cost for Clinic/Nursing Data System		$ 20,000

On July 29, 1975, the Board of Supervisors approved a contract with Key Data Services, Inc., for data input preparation associated with the new Clinic/Nursing Data System. The availability of this data will provide greater accessibility, control, accuracy and reporting of routine public health nursing clinic and field workload data for mandated State reports and to assist in better determination of staffing needs. An earlier decision indicated that the Data Processing Center could not provide this data input service and recommended use of a private firm to input to the County's computer. The 1976-77 cost for this needed contract service is $20,000.

Data Processing Computer

1975-76

		Budget	Actual Billing Projected
X.	Programming		
	Maintenance	$ 15,200	$ 35,600
	Development	22,200	16,100
XI.	Computer		
	Production	18,000	44,100
	Debug	13,800	46,600
XII.	T-P		
	Storage	10,000	10,000
	Net Available	5,400	5,400
	"Overhead" O/H	$ 84,600	
	Additional T-P		
	Inquiries	$ 9,900	$ 9,900
	Terminals	9,300	9,300
		$103,800	$177,000

Budget Hearing

1976-77

☐ POLICY MATTER (Funds Included)

☒ POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
401 - Public Health Services Admin.	Health Care Services Agency

TITLE	AMOUNT
Home Health Care Subsidy to Oakland Visiting Nurse Association	$ 10,000

DESCRIPTION:

The Agency has requested a reduction of $10,000 for the purchase of home health care services provided by private agencies. This $10,000 amount represents the estimated annual subsidy paid to the Oakland Visiting Nurses Association (O.V.N.A.) in excess of the established Medi-Cal rate.

The Oakland Visiting Nurses Association is paid $29.50 per home health care visit, whereas the maximum allowable reimbursement by the State Medi-Cal Program is $18.49. The latter rate is paid the other private agency, Medi-Serve Association.

This budget item is an issue with the Oakland Visiting Nurses Association, and is presented in view of the earlier policy decision by your Honorable Board to pay a differential, i.e. subsidy to the Oakland Visiting Nurses Association, in excess of the Medi-Cal rate.

HEALTH CARE SERVICES AGENCY

BUDGET UNIT SUMMARY REPORT

FORM 104-6

416 - Central District Health Services

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$2,011,932	$1,427,369	$1,174,110	$(837,822)	(41.6)
SERVICE & SUPPLIES	455,266	375,962	319,918	(135,348)	(29.7)
OTHER CHARGES					
FIXED ASSETS	6,863	30,743	9,569	2,706	39.4
EXPENDITURE TRANS. & REIMBS.	-1,214,139	-101,342	0	-(1,214,139)	-(100.0)
TOTAL EXPENDITURES	$1,259,922	$1,732,732	$1,503,597	$ 243,675	19.3
REVENUE	0	27,000	30,000	30,000	100.0
NET COUNTY COST	1,259,922	1,705,732	1,473,597	213,675	16.9
MAN-YEARS	114.23	79.28	63.69	(50.54)	(44.2)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT Actual	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
ublic Health Visits	36,000	30,200	30,050	(5,950)	(16.5)
ublic Health Nursing Caseload	5,000	3,755	3,690	(1,310)	(26.2)
rimary Care Patient Visits		5,000	5,000	5,000	100.0
ental Services Patient Visits		5,000	5,000	5,000	100.0
ental Health Visits/Consultations	11,000	NOTE: (Mental Health and Substance Abuse have			
ental Health Day Treatment Days	5,000	been transferred out of District budget			
lcoholism Clinic Visits	5,200	in 1976-77. Workload changes will be			
ew Hope Saloon Clinics Screened	1,800	presented in these budget discussions).			

DISCUSSION SUMMARY

Central District, which encompasses North, Central and West Oakland, as well as Piedmont and Emeryville, experienced a reduced workload. However, workload data was obtained from the Agency's new nursing workload/staffing data system, and the findings need further substantiation and correction of certain fallacies. Accordingly, no changes are recommended Agency-wide in public health nursing staff in 1976-77, pending a refinement of data.

Public Health Services consist of prevention, promotion, education treatment and rehabilitation. Clinic and field services provided include immunization, prenatal testing, tuberculosis control, venereal disease, family planning, and well-baby clinics. In addition, the agency plans to inaugurate a formal Primary Care program in their new quarters. Services to be provided would include non-emergency, routine, and preventive medical and dental services similar to those which are received in a private physician or dental office.

CENTRAL DISTRICT

	1975-76 Allowed		Trans. Out	Trans. In	1976-77 Base	1976-77 Recommend	Increa Decrea Net
SALARIES & EMPLOYEE BENEFITS	$2,011,932		$(981,874)	$3,887	$1,033,945	$1,174,110	$ 140,1
		FP	(66,099)	3,887			
		AD	(293,124)				
		MH	(622,651)				
SERVICE AND SUPPLIES	455,266		(276,669)	0	178,597	319,918	141,3
		FP	(17,606)				
		AD	(53,714				
		MH	(205,349)				
FIXED ASSETS	6,863		0	0	6,863	9,569	2,7
	$2,474,061		$1,258,543)	$3,887	$1,219,405	$1,503,597	$ 284,1
MAN-YEARS	114.23		(56.88)	.09	57.44	63.69	6.
		FP	(3.82)				
		AD	(19.00)				
		MH	(34.06)				

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. Transfer in of budgeted Physician Specialist hours from the Public Health Administration budget (#401) to provide tuberculosis screening	.09	$ 3,887
2. Transfer out of Family Planning positions to the Family Planning budget (#421) to achieve better control of expenditures and revenue in a centralized budget and to eliminate unncessary "charge-backs." These positions include:		
Clerk II		$ 9,384
Physician Specialist (Hours)		14,757
Staff Nurse II (Part-Time)		7,518
Public Health Nurse		34,440
	(3.82)	(66,099)
3. Transfer out of the alcoholic clinic's and New Hope Saloon's positions to the new Alcoholism & Drug Abuse- North Region budget (#445), based on the approved reorganization of these services during the current year. These positions include:		
Clerk II (2)		$ 18,768
Specialist Clerk		10,284
Physician II		33,720
Clinical Psychologist		20,376
Chief Clinical Psycholigist		24,948
Addiction Counselor(2)		22,752
Psychiatric Social Wkr.II(3)		51,660
Sr. Psych. Social Wkr.		18,888
Rehabilitation Counselor I		14,952
Social Welfare Specialist II		19,212
Alcohol Abuse Aide II (3)		29,736
Chief Addiction Counselor		14,772
Senior Addiction Counselor		13,056
	(19.00)	(293,124)

	MAN-YEARS	AMOUNT
3a. Additional positions recommended to inaugurate new primary care services, including dental care upon occupancy of the new health center facility which space has been provided. This planned new service is identified and presented as a policy matter. These additional positions which would be phased in from part to full time as workload justifies, include:		
Staff Dentist	.75	$23,040
Dentist Assistance	.75	7,452
Physician II (part-time)	.75	25,290
Nurse Practitioner I	.50	9,030
Microbiologist	.50	8,064
Clerk II (2)	1.50	14,076
Staff Nurse	.75	11,277
Patient Service Tech. I	.75	8,523
	6.25	$106,752
4. Transfer out of Mental Health positions to the newly established Mental Health North Region budget (#441) based on the approved reorganization of Mental Health Services during the current year. The transfer includes both salary and benefits costs.	(34.06)	$(622,651)
5. Decrease in payment rate to physician specialists from $23.65 to $21.13 per hour to reflect actual rates paid.	0	(7,136)
6. Decreased employee benefits costs based primarily on the recommended transfer out of positions and funds to Alcohol and Drug and Family Planning budgets.	0	(25,399)
7. Decrease in salary savings from 8.00% to 3.60% based on a projection of the current year's actual experience.	-	65,948
Sub-Total Salaries and Employee Benefits	(50.54)	$(837,822)
SERVICES AND SUPPLIES		
8. Transfer out of Services and Supplies appropriation to Mental Health Services-North Region (#441) based on Mental Health's approved reorganization, effective 7/15/75.		(205,349)

	MAN-YEARS	AMOUNT
SERVICES AND SUPPLIES (cont'd)		
9. Transfer out of services and supplies appropriated to Alcohol & Drug Abuse Services-North Region (#445), based on Alcohol & Drug's approved reorganization, effective 12/1/75.		(53,714)
10. Transfer out of services and supplies appropriated to the Family Planning Budget (#421) based on the need to centralize all expenses for this program in a single budget for simplicity and better control.		(17,606)
11. Increase in Data Processing charges from $17,156 to $29,195, based on projection of current year's experience and changing program requirements.		12,039
12. Elimination of agency's finance charges. These indirect "costs" will be recovered via the A-87 cost reimbursement system.		(2,070)
12a. Increase in Medical Dental Lab Supplies from $10,800 to $18,750 based on the planned implementation of the new primary and dental care services.		7,950
12b. Initial inclusion of funds for the second of three year lease rental purchase of a replacement x-ray machine at $25,000 and new dental equipment at $12,000 for the new primary and dental care services. (A new cost item that is identified and presented as part of the policy matter.)		37,000
13. Initial inclusion of malpractice insurance expenses to health care budgets (previously centralized in the Insurance budget).		$ 76,442
14. Miscellaneous increases and decreases recommended in all other accounts, based on a projection of current expense experience and changing program requirements.		9,960
Sub-Total Services & Supplies		$ (135,348)

	MAN-YEARS	AMOUNT	
FIXED ASSETS			
15. Miscellaneous additional laboratory and office equipment for existing staff and programs.		$ 2,419	
15a. Additional laboratory equipment needed in order to implement the new Primary Care Services.		7,150	
Less Current Year Allowed		-6,863	
Sub-Total Fixed Assets			$ 2,706
Total Budget - Gross			$(970,464)
CREDITS			
16. Elimination of Credit Income from the Mental Health Services budget since direct expenses are now incurred by the Mental Health budgets based on the budgetary reorganization approved and effected 7/15/75.		-(759,945)	
17. Elimination of credit income from the Alcohol and Drug Abuse budget since direct expenses will be incurred by the Substance Abuse budgets in 1976-77, based on the reorganization approved and effected 12/1/75.		-(343,980)	
18. Elimination of credit income from the Family Planning budget since direct expenses will be incurred by the Family Planning budget (#421).		-(80,214)	
19. Elimination of credit income from the Venereal Disease budget since existing County funded venereal disease programs will incur expenses directly in district budgets and concurrently eliminate unnecessary chargebacks.		-(30,000)	
Sub-Total - Credits			-(1,214,139)
Net County Cost			$ 243,675

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Reorganization of Mental Health Services	(34.06)	$ (68,055)

A reorganization of the Mental Health Services was approved during the current year in order to realign the existing staff for direct authority, better coordination, and efficiency focusing on a direct service delivery system. The budgetary reorganization of Mental Health was effective 7/15/75 reflecting many transfers. The following items were transferred to the Mental Health-North Region budget (#441) on July 15, 1975:

Salaries and Benefits	$ (622,651)
Services and Supplies	(205,349)
Sub-Total	(828,000)
Credits	-(759,945)
Total	$ (68,055)

Mental Health credits did not offset the salaries, benefits, services and supplies, since final budget salaries and benefits costs were not reflected by a comparable district credit adjustment.

Reorganization of Alcoholism and Drug Abuse Services	(19.00)	(2,858)

The reorganization of Alcoholism and Drug services reflect direct authority, better communication, coordination, and efficiency focusing on a direct service delivery system was approved during the current year. The budgetary reflection of this change involves the following:

Salaries and Benefits	$ (293,124)
Services and supplies	(53,714)
Total	$ (346,838)
Credits	-(343,980)
	(2,858)

Centralization Budgeting for Family Planning Activities	(3.82)	(3,491)

Currently, the State and Federal grants are awarded to the Family Planning Division. Positions, salaries, benefits, services and supplies appropriation, are dispersed to the district budgets creating a very complex accounting system and reducing accountability and control of the funds. It is recommended that all positions, salaries, benefits, services and supplies be returned to the central Family Planning budget (#421). The transfer reflects the following:

ACTIVITY	MAN-YEARS	AMOUNT
Salaries and Benefits		$ (66,099)
Services and Supplies		(17,606)
Sub-Total		(83,705)
Credits		-(80,214)
		$ (3,491)

Increase in Salary Savings $ 65,948

A substantial decrease in salary savings from 8% to 3.6% is recommended, based on a projection of current experience and represents a substantial increase of $65,948.

Initial Inclusion of
Malpractice Insurance Costs $ 76,442

Commencing in 1976-77, malpractice insurance costs will be a direct expense of health care budgets, rather than an "indirect" cost and paid by the Insurance budget. This cost is offset by credits to the Insurance budget.

Planned Implementation of New Primary Care
and Dental Services $143,247

The proposed inauguration of new primary care and dental services is recommended and presented as a policy matter. The new services would include non-emergency, routine, and preventive medical and dental services similar to those which are received in a private physician or dentist office. The estimated cost of the proposed new primary care services is outlined below:

Salaries and Benefits	$ 106,752
Services and Supplies	59,345
Fixed Assets	7,150
Total Expenditures	173,247
Revenue	-30,000
NET COUNTY COST	$ 143,247

Central District Clinic Hours

Current Clinics	Hours Per Week	Hours Per Year
Venereal Disease	20	1,000
Immunication	8	400
Chest Clinic	6	300
Podiatry	3	150
Multiphasic	30	1,500
Premaritals	10	500
	Total	3,850

Central District has 3,016 physician hours plus a Physician II, IV.

Budget Hearing
1976-77

[X] POLICY MATTER (Funds Included)
[ ] POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
416 - Central District Health Services	Health Care Services Agency

TITLE	AMOUNT
Inauguration of New Primary and Dental Care Services	$143,247

DESCRIPTION:

The inauguration of new primary and dental care services was planned when space becomes available in the new Central District Health Facility, which will be available for occupancy in June, 1976. The services which would be provided include non-emergency, routine, and preventive medical and dental services similar to those which are received in a private physician's or dentist's office.

Although the new facility was purchased and redesigned with the idea that primary and dental care services would be provided, no estimate of additional staffing and operating costs were ever developed for consideration until the Agency's 1976-77 budget request submission, and for that reason this new program's inauguration is identified as a policy matter.

It is planned to phase-in staffing gradually until such time as demonstrated workload supports additional personnel. It should be noted that the Central and North Oakland areas of the County is the only major area of the County lacking County operated or contractural primary care services.

The estimated 1976-77 costs of the new program is as follows:

Salaries and Benefits	MAN-YEARS	AMOUNT	
Staff Dentist	.75	$23,040	
Dental Assistant	.75	7,452	
Physician II	.75	25,290	
Nurse Practioner I	.50	9,030	
Microbiologist	.50	8,064	
Clerk II (2)	1.50	14,076	
Staff Nurse	.50	11,277	
Patient Services Technician I	.75	8,523	
	6.25		$106,752
Services and Supplies			59,345*
Fixed Assets			7,150
Total Expenditures			$173,247
Revenue (Patient Fees, Medi-Cal)			30,000
NET COST			$143,247

*Includes $37,000 for the second of three year lease rental purchase of a replacement x-ray machine and new dental equipment, costing $25,000 and $12,000 respectively.

Health Care Services Agency
BUDGET UNIT SUMMARY REPORT

FORM 104-6

417 - Eastern District Health Services

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$1,783,256	$1,206,681	$1,130,217	($653,039)	(36.6)
SERVICE & SUPPLIES	396,611	313,160	262,213	(134,398)	(33.9)
OTHER CHARGES	0	0	0	0	0
FIXED ASSETS	6,357	67,817	0	(6,357)	(100.0)
EXPENDITURE TRANS. & REIMBS.	-923,512	-62,190	0	-(923,512)	-(100.0)
TOTAL EXPENDITURES	$1,262,712	$1,525,468	$1,392,430	$129,718	10.3
REVENUE	0	0	0	0	0
NET COUNTY COST	$1,262,712	$1,525,468	$1,392,430	129,718	10.3
MAN-YEARS	102.92	69.72	62.45	(40.47)	(39.3)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT ACTUAL	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
PUBLIC HEALTH CLINIC VISITS	4,500	12,175	12,055	7,555	167.8
PUBLIC HEALTH NURSING CASELOAD	6,500	4,510	4,475	(2,025)	(31.2)
HGH/PHS PATIENT VISITS	3,500	4,836	4,800	1,300	37.1
MENTAL HEALTH REHAB. VISITS	6,000	(Note: Mental Health and Substance Abuse			
MENTAL HEALTH CLINIC VISITS	4,000	have been transferred out of District			
DRUG CLINIC VISITS	3,100	Budgets in 1976-77--Workload changes will			
		be discussed in these budget discussions.)			

DISCUSSION SUMMARY

Eastern District, which encompasses the East Oakland area, as well as the City of Alameda, experienced a substantial increase in clinic visits and a decrease in nursing caseload. This workload data was obtained from the Agency's new nursing workload/staffing data system. The findings need further substantiation and correction of certain fallacies. No changes are recommended Agency-wide in public health nursing staff in 1976-77 pending refinement of data (Agency agrees). Public Health Services consist of prevention, promotion, education, treatment and rehabilitation. Clinic and field services provided include immunization, prenatal testing, tuberculosis control, venereal disease, family planning and well baby clinics.

Eastern District's planned relocation to a new and larger facility expected in March, 1977, is expected to increase accessibility and acceptability of services. A nursing unit will continue to be housed in the Alameda facility to provide services to the residents of that city. It should be noted that the only expense associated with occupancy of this facility is a $50,000 amount in the #199 Budget (Miscellaneous Expense) for potential but undesignated equipment purchases).

EASTERN DISTRICT

	1975-76 Allowed		Trans. Out	Trans. In	1976-77 Base	1976-77 Recommend	Decreas Increas Net
SALARIES & EMPLOYEE BENEFITS	$1,783,256		$(748,619)	$55,096	$1,089,733	$1,130,217	$40,48
		MH	(583,471)	3,909			
		AD	(123,098)	51,187			
		FP	(42,050)				
SERVICE AND SUPPLIES	396,611		(211,247)	11,947	197,311	262,213	64,90
		MH	(168,202)				
		AD	(38,944)				
		FP	(4,101)				
FIXED ASSETS	6,357		0	0	6,357	0	(6,35
INCREASE	$2,186,224		$(959,866)	$67,043	$1,293,401	$1,392,430	$99,02
MAN-YEARS	102.92		(-43.11)	2.64	62.45	62.45	
		MH	(31.54)	.09			
		AD	(8.50)	2.55			
		FP	(3.07)				

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. Transfer in of budgeted Physician Specialist hours from the Public Health Administration Budget (#401) to provide tuberculosis screening.	.09	$ 3,909
2. Transfer in of positions from the Venereal Disease budget #423 which are supported by the County. These positions, which are assigned Eastern District include:		
Clerk II (Half-time) $ 4,692 Physician Specialist (Parttime) 26,497 Staff Nurse I (Parttime) 12,480 Staff Nurse II (Parttime) 7,518	2.55	51,187
3. Transfer out of Family Planning positions to the Family Planning budget #421 based on better control and responsibility in a centralized budget and to eliminate unnecessary charge-backs. These positions consist of:		
Clerk II (Parttime) $ 4,692 Physician Specialist (Hours) 3,296 Staff Nurse II (Parttime) 7,518 Public Health Nurse 17,220 Health Services Aide I 9,324	(3.07)	(42,050)

	Man-Years	Amount
SALARIES & EMPLOYEE BENEFITS (cont'd)		
4. Transfer out of Drug Abuse Clinic's positions to Alcoholism and Drug Abuse Budgets (#444 and #446) based on the approved reorganization of the service during the current year. These positions consist of:		
Clerk II $ 9,384 Lead Clerk 10,284 Staff Nurse II (Parttime) 7,518 Public Health Nurse 17,220 Addition Counselor (2) 22,752 Psychiatric Social Worker (2) 34,440 Chief Psych Social Worker 21,000	(8.50)	$(123,098)
5. Transfer out of mental health positions to the newly established North Region Budget (#441) based on the approved reorganizations of Mental Health during the current year reduces salaries and associated benefit costs.	(31.54)	(583,471)
6. Decrease to reflect more accurate rate for physician specialist from $23.65 to $21.13 per hour to reflect actual rates.		(3,607)
7. Decreased employee benefits costs based primarily on the transfers out of positions and funds to Alcohol and Drugs and Family Planning budgets.		(9,823)

	Man-Years	Amount	
SALARIES & EMPLOYEE BENEFITS (cont'd)			
8. Decrease in salary savings from 8% to 3.6% based on a projection of the current-year's experience.		$ 53,914	
Subtotal	(40.47)		$(653,039)
SERVICES AND SUPPLIES			
9. Transfer out of services and supplies appropriation to Mental Health Services--North Region (#441) based on Mental Health's approved reorganization effective 7/15/75.		$(168,202)	
10. Transfer out of services and supplies appropriation to Alcohol and Drug Abuse Services--North Region budget (#445) based on Alcohol and Drug's approved reorganization effective 12/1/75.		(38,944)	
11. Transfer out of services and supplies appropriation to the Family Planning budget (#421) based on the neeed to centralize all expenses for this program in a single budget for simplicity and for better control.		(4,101)	
12. Transfer in of services and supplies from the Venereal Disease budget (#423) reflect the County funded portion of this program which is operated by Eastern District.		11,947	

	Man-Years	Amount	
SERVICES & SUPPLIES (cont'd)			
13. Increase in Data Processing charges from $20,440 to $30,710 based on projection of current-year's experience and changing program requirements.		$ 10,270	
14. Elimination of Agency's finance charges. These indirect "costs" will be recovered via the A-87 cost reimbursement system.		(6,038)	
15. Initial inclusion of malpractice insurance expenses to health care budgets (previously centralized in the Insurance budget).		59,201	
16. Miscellaneous increases and decreases recommended in all other accounts based on a projection of current expense experience and changing program requirements.		1,469	
Subtotal			$(134,398)
FIXED ASSETS			
17. Total Fixed Assets Recommended		0	
Less Current Year Allowed		-6,357	
Total Fixed Assets			$ (6,357)
Total Gross Budget	(40.47)		$(793,794)

	Man-Years	Amount	
CREDITS			
18. Elimination of credit income from Mental Health since direct expenses are now incurred by the mental health budgets based on the reorganization approved effective 7/15/75.		$-(692,417)	
19. Elimination of credit income from Alcohol and Drug Abuse since direct expenses will be incurred by the substance abuse budgets in 1976-77, based on the reorganization approved and effective 12/1/75.		-(160,600)	
20. Elimination of credit income from Family Planning, since direct expenses will be incurred by the Family Planning budget.		-(49,247)	
21. Elimination of credit income from Venereal Disease based on the transfer in of the County funded venereal disease programs to this district budget.		-(21,248)	
Subtotal			$-(923,512)
Net County Cost			$ 129,718

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Reorganization of Mental Health Services	(31.54)	$(59,256)

A reorganization of the Mental Health Services was approved during the current year, in order to realign the existing staff for direct authority, better coordination, and efficiency focusing on a direct service delivery system. The reorganization of Mental Health was effective July 15, 1975, reflecting many transfers. The following items were transferred to budget #441 on July 15, 1975:

Salaries & Benefits	$(583,471)
Services & Supplies	(168,202)
Subtotal	$(751,673)
Credits	-(692,417)
Total	$ (59,256)

Mental Health credits did not offset the salaries, benefits, services and supplies, since final budget salaries and benefits costs were not reflected by a comparable district credit adjustment.

Reorganization of Alcoholism and Drug Abuse Services	(8.50)	(1,442)

The reorganization of Alcoholism and Drug Abuse services to reflect direct authority, better communication, coordination and efficiency focusing on a direct service delivery system, were approved during the current year and effective December 1, 1975, and reflects the following transfers out:

Salaries & Benefits	$(123,098)
Services & Supplies	(38,944)
Subtotal	$(162,042)
Credits	-(160,600)
Total	$ (1,442)

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT
Budgeting Centralization of Family Planning Activities	(3.07)	$-(3,096)

Currently, the State and Federal grants are awarded to the Family Planning Division. Positions, salaries, benefits, services and supplies appropriation are dispersed to the district budgets, creating a very complex accounting system and reducing accountability and control of the funds. It is recommended that all positions, salaries, benefits, services and supplies be returned to the Central Family Planning budget (#421). The transfer reflects the following:

Salaries & Benefits	$ (42,050)
Services & Supplies	(4,101)
Credits	-(49,247)
Total	$ -(3,096)

Decentralization of Venereal Disease	2.55	$ 63,134

The non-grant supported services in the Agency's Venereal Disease Program is recommended for transfer to this budget and eliminate these unnecessary chargebacks. These services, which are administered by Eastern District, are the Venereal Disease Clinic at Highland Hospital.

Salaries & Benefits	$ 51,187
Services & Supplies	11,947
Total	$ 63,134

Increase in Non-Position Related Salary and Benefit Costs	$ 53,914

A substantial increase in salary savings from 8% to 3.60% based on a projection of current experience represents an increase of $53,914.

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT
The Initial Conclusion of Malpractice Insurance Costs		$ 59,201

Commencing in 1976-77, malpractice insurance costs will be a direct cost to Health Care budgets, rather than an "indirect" cost and paid by the Insurance budget. This cost is offset by credits to the Insurance budget.

Eastern District Clinic Hours

Current Clinic Hours F.Y. 75-76

Clinic	Hours/Week	Total Hours
T.B.	3	156
V.D.	6	312
Family Planning	3	156
Immunization (Foothill)	3	156
Immunization (Alameda)	2	104
Well Baby	5	260
Teen	3	156
Radiologist	Private Phy.-X-Ray	807
Highland V.D.		1,254
	Total	3,361
	Family Planning -	156*
	Total	3,205

*Family Planning hours transferred to the Family Planning Central budget #421.

HEALTH CARE SERVICE AGENCY
BUDGET UNIT SUMMARY REPORT

418 - Eden District Health Services

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$2,261,042	$ 881,782	$ 783,967	$(1,477,075)	(65.3)
SERVICE & SUPPLIES	689,619	331,051	299,448	(390,171)	(56.6)
OTHER CHARGES	0	0	0	0	0
FIXED ASSETS	50,163	4,905	3,147	(47,016)	(93.7)
EXPENDITURE TRANS. & REIMBS.	-1,854,999	-66,727	0	-(1,854,999)	-(100.0)
TOTAL EXPENDITURES	$1,145,825	$1,151,011	$1,086,562	$ (59,263)	(5.2)
REVENUE	0	$ 56,700	0	0	0
NET COUNTY COST	$1,145,825	$ 94,311	$1,086,562	$ (59,263)	(5.2)
MAN-YEARS	126.31	52.62	44.60	(81.71)	(64.7)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	ACTUAL DEPARTMENT	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
PUBLIC HEALTH CLINIC VISITS	19,500	25,065	24,645	5,145	26.3
PUBLIC HEALTH NURSING CASELOAD	2,700	980	975	(1,725)	(63.9)
PSYCHIATRIC EMERGENCY & EDEN CRISIS CLINIC (ADMISSIONS)	4,500	Note: (Mental Health and Substance Abuse have been transferred out of District budgets for 1976-77--Workload changes for these services will be presented in these budget discussions.)			
REHABILITATION & DAY TREATMENT	4,000				
MENTAL HEALTH CHILDREN'S SERVICES	5,000				
ALCOHOL CLINIC CASELOAD	300				
METHADONE CLINIC CASELOAD	150				

DISCUSSION SUMMARY

Eden District, which encompasses the cities of San Leandro, Hayward, and the areas of Castro Valley and San Lorenzo appeared to experience a 26.3% increase in clinic services over the past year, but a (63.9%) decrease in field services. The clinic statistics are indicative of a general trend of urbanization in Southern Alameda County. The workload information was obtained from the Agency's new workload/staffing data system. The findings need further substantiation and correction of certain fallacies. No changes are recommended--Agency-wide in public health nursing staff in 1976-77, pending refinement of this data and the correction of current inherent fallacies.

Eden District staff perform the following public health clinic and field services; immunization, prenatal testing, tuberculosis control, venereal disease, family planning and well baby clinics.

EDEN DISTRICT

	1975-76 Allowed		Trans. Out	Trans. In	1976-77 Base	1976-77 Recommend	Increase/ Decrease Net
SALARIES & EMPLOYEE BENEFITS	$2,261,042		$(1,438,081)	$11,523	$ 834,484	$783,967	$(50,517)
		AC	(157,747)	3,465			
		FP	(41,301)	8,058			
		AD	(263,566)				
		MH	(975,467)				
SERVICE AND SUPPLIES	689,619		(471,951)	0	217,668	299,448	81,780
		MH	(383,498)				
		AD	(80,330)				
		FP	(8,123)				
FIXED ASSETS	50,163		0	0	50,163	3,147	(47,016)
	$3,000,824		$(1,910,032)	$11,523	$1,102,315	$1,086,562	$(15,753)
MAN-YEARS	126.31		(80.09)	.58	45.80	44.60	(1.20)
		AC	(8.68)	.08			
		FP	(2.32)	.50			
		AD	(16.00)				
		MH	(53.09)				

SUMMARY OF CHANGES

	Man-Years	Amount
SALARY AND EMPLOYEE BENEFITS		
1. Transfer in of budgeted Physician Specialist hours from the Public Health Administration budget (#401) to provide tuberculosis screening.	.08	$ 3,465
2. Transfer in of a half-time budgeted Administrative Service Assistant I position from the Mental Health-Southern Region budget (#442) to provide administrative support and reflect actual work assignment of incumbent.	.50	8,058
3. Elimination of the staff assigned to the District's special health project for the elderly based on the expected discontinuance of project funds. These positions include:		
-Specialist Clerk $10,284 -Clerk Intermittent I (Parttime) 1,560 -Public Health Nurse 17,220	(2.20)	(29,064)
4. Transfer out of Alcoholism Clinic positions to the new Alcoholism and Drug Abuse--South Region budget (#446) based on the approved reorganization of the services during the current year. These positions include:		
-Clerk II $ 9,384 -Specialist Clerk 10,284 -Physician Specialist (hourly) 31,927 -Staff Nurse II 15,036 -Chief Clinical Phychologist 24,948 -Psychiatric Social Worker 17,220 -Senior Psych. Social Worker 18,888		

		Man-Years	Amount
SALARY AND EMPLOYEE BENEFITS (cont'd)			
-Rehabilitation Counselor II	$16,428		
-Social Worker II	13,632	(8.68)	$(157,747)
5. Transfer out of Family Planning positions to the Family Planning budget (#421) to achieve better expenditure and revenue control in a centralized budget and to eliminate unnecessary charge-backs. These positions include:			
-Physician Specialist (hours)	$14,757		
-Public Health Nurse	17,220		
-Health Services Aide I	9,324	(2.32)	(41,301)
6. Transfer out of the Methadone Clinic's positions to the Alcoholism and Drug Abuse budget--South Region (#446) based on the approved re-organization of the services during the current year. These positions include:			
-Clerk II	$ 9,384		
-Specialist Clerk	10,284		
-Secretary I	10,944		
-Physician Specialist (hourly)	46,306		
-Staff Nurse II (1 1/2)	22,554		
-Public Health Nurse (2)	34,440		
-Health Services Rep. II (2)	27,024		
-Chief Clinical Psychologist	24,948		
-Addition Counselor (2)	34,128		
-Psychiatric Social Worker (2)	34,440		
-Pharmacist (halftime)	9,114	(16.00)	(263,566)

	Man-Years	Amount	
SALARY AND EMPLOYEE BENEFITS (cont'd)			
7. Transfer out of Mental Health Service to the newly established Mental Health--South Region budget (#442) based on the approved reorganization of Mental Health during the current year. Transfer reduced both salary and benefit costs.	(53.09)	$(975,467)	
8. Decrease to reflect actual payment rate for physician specialists from $23.65 to $21.13 per hour.	0	(2,545)	
9. Decreased employee benefits costs based primarily on the transfer out of positions and funds to Alcoholism and Drug Abuse and Family Planning budgets.		(18,908)	
Subtotal	(81.71)		$(1,477,075)
SERVICES AND SUPPLIES			
9. Transfer out of various services and supply appropriations to Mental Health Services--South Region budget (#442) based on Mental Health's approved reorganization effective July 15, 1975.		$(383,498)	
10. Transfer out of various services and supply appropriations to the new Alcohol and Drug Abuse Services--South Region budget (#446) based on Alcohol and Drug's approved reorganization effective December 1, 1975.		(80,330)	

	Man-Years	Amount
SERVICES AND SUPPLIES (cont'd)		
11. Transfer out of services and supplies appropriation to the Family Planning budget (#421) based on the need to centralize all expense for this program in a single budget for simplicity and better control.		$ (8,123)
12. Deletion of the expenses associated with the Health Service Project for the Elderly's based on the expected discontinuance of project funds.		(10,936)
13. Increase in Data Processing charges from $21,393 to $31,900 based on projection of the current year's experience and changing program requirements.		10,507
14. Elimination of the Agency's finance charges. These indirect "costs" will be recovered via the A-87 cost reimbursement system.		(17,681)
15. Increase in the medical, dental and laboratory services and supplies from $13,070 to $37,505 based on Eden's relocation to Fairmont's facilities. Additional cost is services provided by Fairmont Hospital such as medical, housekeeping, utilities, and security guard, which is an offsetting credit to the hospital's budget.		24,435
16. Initial inclusion of malpractice insurance expenses in various health care budgets, these costs were previously centralized in the Insurance budget.		70,365

	Man-Years	Amount	
SERVICES AND SUPPLIES (cont'd)			
17. Miscellaneous increases and decreases recommended in all other accounts based on a projection of current expense experience and the changing program requirements.		$ 5,090	
Subtotal			$ (390,171)
FIXED ASSETS			
18. Equipment for additional personnel approved during the current year.		$ 480	
19. Miscellaneous additional and replacement office equipment and furnishing.		2,667	
Total Fixed Assets Recommended		$ 3,147	
Less current year's allowed		-50,163	
Total Fixed Assets			$ (47,016)
Total Gross Budget			$(1,914,262)
CREDITS			
20. Elimination of credit income from the Mental Health Services budget since direct expenses are now incurred by the mental health budgets based on the reorganization approved and effective July 15, 1975.		$-(1,266,298)	
21. Elimination of credit income from the Venereal Disease budget since County supported services will incur expenses directly, which will not be recharged.		- (8,872)	

	Man-Years	Amount	
CREDITS (cont'd)			
22. Elimination of credit income from the Alcohol and Drug Abuse budget since direct expenses will be incurred by these budgets in 1976-77 based on the reorganization of the service approved and effective December 1, 1975.		$-(522,817)	
23. Elimination of credit income from Family Planning since direct expenses will be incurred by the Family Planning budget.		-(57,012)	
Subtotal			$-(1,854,999)
Net County Cost			$ (59,263)

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Reorganization of Mental Health Services	(53.09)	$ (98,598)

A reorganization of the Mental Health Services was approved during the current year in order to realign the existing staff for direct authority, better communication, coordination and efficiency focusing on a direct service delivery system. The reorganization of Mental Health was effective July 15, 1975, reflecting many transfers. The following items were transferred to budget #442 on July 15, 1975:

Salaries and Benefits	$ (975,467)
Services and Supplies	(383,498)
Fixed Assets	(5,931)
Subtotal	$ (1,364,896)
Credits	-(1,266,298)
Total	$ (981,598)

Mental Health credits did not offset the salaries, benefits, services, and supplies: Since final budget, salaries and benefits costs were not reflected by a comparable District credit adjustment.

Reorganization of Alcoholism and Drug Abuse Services	(24.69)	$ (57,053)

The reorganization of Alcoholism and Drug services was approved during the current year to focus on a centralized direct service delivery and accountability. The reorganization was approved during the current year and reflects the following transfers to the new Alcoholism and Drug Abuse--South Region budget (#446):

Salaries and Benefits	$ (497,149)
Services and Supplies	(80,330)
Fixed Assets	(2,391)
Subtotal	$ (579,870)
Credits	-(522,817)
Total	$ (57,053)

Centralization of Family Planning Activities	(2.32)	$ -(154)

Currently, State and Federal grants are awarded to the Family Planning Division. However, positions, salaries, benefits, services and supplies appropriation are dispersed to the District budgets creating a very complex accounting system and reducing accountability and control of the funds. It is recommended that all positions, salaries, benefits and services and supplies be returned to the Central Family Planning budget (#421). The transfer reflects the following:

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY		MAN-YEARS	AMOUNT
Salary and Benefits	$ (48,735)		
Services and Supplies	(8,123)		
Subtotal	$ (56,858)		
Credits	-(57,012)		
Total	$ -(154)		
Discontinuance of the Health Project for the Elderly		(2.20)	$(80,000)

The existing Federal funds which support an elderly "outreach" health program are expected to be discontinued. This project was entirely supported by Federal funds via the Office on Aging in the Social Services Agency. The entire expenditure was credit to the Office on Aging. Based on the discontinuance of financial support, the following will be eliminated:

Salaries and Benefits	$(29,064)
Services and Supplies	(10,936)
Fixed Assets	(40,000)

Budgeting Decentralization of County Funded Venereal Disease Clinics — $ 57,012

The charge against this budget for the cost of non-grant supported services by the Agency's Venereal Disease budget is recommended for elimination since these services are provided directly by the District. Chargeback was an unnecessary and meaningless County transaction.

Initial Inclusion of Malpractice Insurance Costs — $ 70,365

Commencing in 1976-77, malpractices insurance costs will be a direct cost to various health care budgets, rather than an "indirect" cost and paid by the Insurance budget. This cost is offset by credits to the Insurance budget.

Increased Data Processing Costs — $ 10,507

Anticipated Data Processing costs are increased by $10,507 from $21,393 to $31,900. This increase is based largely on the current year's actual projected costs and the fact that the current year's original estimates were underestimated.

Eden District Clinic Hours

Public Health Clinics

Each session consists of four hours of physician time.

Monday	-	Immunization & Prenatal Testing	A.M.	San Leandro
	-	Chest Clinic	P.M.	Hayward
Tuesday	-	Chest Clinic	A.M.	San Leandro
	-	Immunization Clinic	A.M.	Hayward
	-	Venereal Disease	Evening	San Leandro
	-	Well Child	P.M.	San Leandro
Wednesday	-	Well Child	A.M.	Hayward
Thursday	-	Immunization	P.M.	Hayward
	-	Venereal Disease	Evening	Hayward
	-	Venereal Disease	A.M.	San Leandro

Family Planning

Monday	P.M.	San Leandro
Wednesday	P.M.	San Leandro
Wednesday	P.M.	Hayward

Eden's Clinic Hours

Venereal Disease		
Immunization	810	
Prenatal Testing		
Well Child		
Tuberculosis	364	
Family Planning	624	
	1,798	
Family Planning	- 624*	
Total	1,174	

*Family Planning hours returned to the Central Family Planning budget (#421).

HEALTH CARE SERVICES AGENCY
BUDGET UNIT SUMMARY REPORT

419 - Washington District Health Services

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$1,304,744	$ 959,791	$ 690,757	$ (613,987)	(47.1)
SERVICE & SUPPLIES	351,511	279,531	253,477	(98,034)	(27.8)
OTHER CHARGES	0	0	0		
FIXED ASSETS	5,735	7,970	4,483	(1,252)	(21.8)
EXPENDITURE TRANS. & REIMBS.	-818,827	-51,556	0	-(818,827)	(100.0)
TOTAL EXPENDITURES	$ 843,163	$1,195,736	$ 948,717	$ 105,554	12.5
REVENUE	$ 10,600	$ 147,897	$ 127,361	$ 116,761	1,101.5
NET COUNTY COST	$ 832,563	$1,047,839	$ 821,356	$ (11,207)	(1.3)
MAN-YEARS	70.73	54.14	37.46	(33.27)	(47.0)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT ACTUAL	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Public Health Nursing Caseload	2,650	1,885	1,870	(780)	(29.4)
Public Health Visits	14,500	22,425	22,050	7,550	52.1
Mental Health Patient Visits	10,500	Note--(Mental health has been transferred to the Mental Health Services-South Region budget (#442) in 1976-77. Workload changes are discussed in this budget discussion.)			
Mental Health Consultation/Education Sessions	750				

DISCUSSION SUMMARY

Washington District, which encompasses the Livermore-Amador Valley area and the Tri-Cities area, including the Cities of Union City, Newark and Fremont, experienced an increased clinic workload as well as a decreased field nursing caseload. This workload data was obtained from the Agency's new nursing workload/staffing data system. The findings need further substantiation and correction of certain fallacies. No changes are recommended--Agency-wide in public health nursing staff in 1976-77, pending a refinement and validation of this data.

Public Health Services consist of prevention, promotion, education treatment, and rehabilitation. Clinic and field services provided include immunization, prenatal testing, tuberculosis control, venereal disease, family planning, and well baby clinics.

WASHINGTON DISTRICT

	1975-76 Allowed		Trans. Out		Trans. In	1976-77 Base	1976-77 Recommend	Decrease Increase
SALARIES & EMPLOYEE BENEFITS	$1,304,744		$(696,947)		$3,042	$610,839	$690,757	$ 79,918
		FP	(25,318)	TB	3,042			
		AD	(57,870)					
		MH	(613,759)					
SERVICE AND SUPPLIES	351,511		(212,031)		0	139,480	253,477	113,997
		FP	(14,030)					
		AD	(3,171)					
		MH	(194,830)					
FIXED ASSETS	5,735		(3,385)		0	2,350	4,483	2,133
		FP	0					
		AD	0					
		MH	(3,385)					
TOTAL	$1,661,990		$(912,363)		$3,042	$752,669	$948,717	$196,048
MAN-YEARS	70.73		(37.69)		.07	33.11	37.46	4.35
		FP	(1.66)					
		AD	(2.50)					
		MH	(33.53)					

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. An additional Clerk II is recommended for the Tri-City clinic based on the increased patient clinic visits which have increased from an average of 993 to 1,340 per month in 1975-76. Clerical involvement in patient registration, billing and telephone calls have concurrently increased significantly.	1.00	$ 9,384
2. Transfer in of funds from the Professional and Specialized Services account for a part-time (1,000 hours) Clinical Laboratory Technologist based on the Agency's inability to feasibly contract out for laboratory services.	.51	7,620
3. Transfer in of budgeted Physician Specialist hours from the Public Health Administration budget (#401) to provide tuberculosis screening.	.07	3,042
4. Additional Physician Specialist hours based on the increased clinic workload and the need to increase physician coverage in the clinics from 3,140 hours to 3,804 hours per year.	.27	10,987
5. Transfer out of Family Planning positions to the Family Planning budget (#421) based on better control and responsibility in a centralized budget and to eliminate unnecessary charge-backs. These positions consist of:		
Physician Specialist (Hours) $7,378		
Public Health Nurse (Parttime) 8,616		
Health Services Aide I 9,324	(1.66)	(25,318)

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS (cont'd)		
6. Transfer out of Drug Abuse Clinic's positions to the Alcoholism and Drug Abuse-South Region budget (#446) based on the approved reorganization of the service during the current year. These positions consist of:		
Physician II $33,720 Staff Nurse II 15,036 Pharmacist (Parttime) 9,114	(2.50)	$(57,870)
7. Funding of additional positions approved during the current year for the specially funded Maternal and Child Health Program based on an approved expansion of support in July, 1975, from $14,420 to $155,176. Funds to support this project are only guaranteed until December 31, 1976; therefore, only six months' funding is recommended. Positions include:		
Specialist Clerk (Parttime) $ 5,142 Physician Specialist (Hourly) 23,602 Senior Public Health Nurse (Parttime) 9,282 Nurse Practitioner I (Parttime) 13,545 Health Service Aide I (Parttime) 4,662	2.57	56,233
8. Transfer out of mental health positions to the newly established South Region budget (#442) based on the approved reorganization of Mental Health during the current year reduces salaries and associated benefit costs.	(33.53)	(613,759)

	Man-Years	Amount	
SALARIES AND EMPLOYEE BENEFITS (cont'd)			
9. Decrease to reflect more accurate rate for physician specialist from $23.65 to $21.13 per hour to reflect actual rates.		$ (7,379)	
10. Miscellaneous position reclassifications approved during the current year.		3,073	
Subtotal	(33.27)		$(613,987)
SERVICES AND SUPPLIES			
11. Transfer out of services and supplies appropriation to Mental Health Services--South Region (#441) based on Mental Health's approved reorganization effective July 15, 1975.		$(194,830)	
12. Transfer out of services and supplies appropriation to Alcohol and Drug Abuse Services--South Region budget (#446) based on Alcohol and Drug's approved reorganization effective December 1, 1975.		(3,171)	
13. Transfer out of services and supplies appropriation to the Family Planning budget (#421) based on the need to centralize all expenses for this program in a single budget for simplicity and for better control.		(14,030)	
14. Increase in Data Processing charges from $12,334 to $19,537 based on projection of current-year's experience and changing program requirements.		7,203	

	Man-Years	Amount	
SERVICES AND SUPPLIES (cont'd)			
15. Elimination of Agency's finance charges. These indirect "costs" will be recovered via the A-87 cost reimbursement system.		$ (6,038)	
16. Initial inclusion of malpractice insurance expenses to health care budgets (previously centralized in the Insurance budget).		85,428	
17. Transfer out of funds for a contract laboratory services to Salaries and Benefits account based on the Agency's inability to contract out for the service (1,000 hours of clinical Laboratory Technologist at $7,620 is involved in Salaries and Benefits).		(7,500)	
18. Increase charges by Fairmont Hospital for medical services and administrative support based on a projection of current year's experience.		10,475	
19. Increase in space rental expenses based on the relocation to a larger facility effective during the current year.		12,000	
20. Miscellaneous increases and decreases recommended in all other accounts based on a projection of current expense experience and changing program requirements.		12,429	
Subtotal			$(98,034)
FIXED ASSETS			
21. Equipment for the new facility approved during the current year.		$ 978	

	Man-Years	Amount	
FIXED ASSETS (cont'd)			
22. Equipment for additional personnel approved during the current year.		$ 420	
23. Miscellaneous additional and replacement office equipment and furnishing.		3,085	
Total Fixed Assets Recommended		$ 4,483	
Less Current Year Allowed		-5,735	
Total Fixed Assets			$ (1,252)
Total Gross Budget			$(713,273)
CREDITS			
24. Elimination of credit income from the Mental Health Services budget since direct expenses are now incurred by the mental health budgets based on the reorganization approved and effective July 15, 1975.		$-(736,153)	
25. Elimination of credit income from the Alcohol and Drug Abuse budget since direct expenses will be incurred by these budgets in 1976-77 based on the reorganization of the services approved and effective December 1, 1975.		-(41,730)	
26. Elimination of credit income from Family Planning since direct expenses will be incurred by the Family Planning budget (#421).		-(40,944)	
Subtotal			$-(818,827)

	Man-Years	Amount
REVENUE		
27. Increased revenue is based on an increased grant award during the current year by the State Department of Health for the Maternal Health Project.		$116,761
Net County Cost		$(11,207)

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Reorganization of Mental Health Services	(33.53)	$(75,821)

A reorganization of the Mental Health Services was approved during the current year in order to realign the existing staff for direct authority, better communication, coordination and efficiency, focusing on a direct service delivery system. The reorganization of Mental Health was effective July 15, 1975, reflecting many transfers. The following items were transferred to the Mental Health Services--South Region budget (#442) on July 15, 1975:

Salaries & Benefits	$(613,759)
Services & Supplies	(194,830)
Fixed Assets	(3,385)
Subtotal	$(811,974)
Credits	-(736,153)
Total	$ (75,821)

Mental Health credits did not offset the salaries, benefits, services, and supplies; since final budget salaries and benefits costs were not reflected by a comparable District credit adjustment.

Reorganization of Alcoholism and Drug Abuse Services	(2.50)	$(19,311)

The reorganization of Alcoholism and Drug Abuse services was approved during the current year to focus on a centralized direct service delivery and accountability. The reorganization was approved during the current year and reflects the following transfers to the new Alcoholism and Drug Abuse--South Region budget (#446).

Salaries & Benefits	$ (57,870)
Services & Supplies	(3,171)
Subtotal	$ (61,041)
Credits	-(41,730)
Total	$ (19,311)

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT
Centralization of Family Planning Activities	(1.66)	$-(7,503)

Currently, State and Federal grants are awarded to the Family Planning Division. However, positions, salaries, benefits, services and supplies appropriation are dispersed to the several District budgets creating a very complex accounting system and reducing accountability and control of the funds. It is recommended that all positions, salaries, benefits, services and supplies be returned to the Central Family Planning budget (#421). The transfer reflects the following:

Salary and Benefits	$ (25,318)
Services and Supplies	(8,123)
Subtotal	$ (33,441)
Credits	-(40,944)
Total	$ -(7,503)

Expansion of the Support for the Maternal and Child Health Program	2.57	$(59,078)

The State Funds which support the Maternal and Child Health Program were increased during the current year from $14,420 to $155,176. This program was initially funded in December, 1974; however, there was a six months' lag in implementing the program; therefore, the State has extended the existing funds through December, 1976. During fiscal year 76-77, staff has increased from .30 man-years to 2.87 man-years. Increased funds for salaries, services and supplies are $57,683. Revenue has increased from $10,600 to $127,361 based on the current year award amendment. The increased revenue reflects $59,078 in revenue expected in 1976-77 for costs incurred in 1975-76. Only six months' funding of this grant is included in the recommended budget in accord with the known State support at this time.

Initial Inclusion of Malpractice Insurance Cost	$ 85,428

Commencing in 1976-77, malpractices insurance costs will be a direct cost to various health care budgets, rather than an "indirect" cost and paid by the Insurance budget. This cost is offset by credits to the Insurance budget.

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT
Increased Data Processing Costs		$ 7,203

Anticipated data processing charges are increased by $7,203 from $12,334 to $19,537 based largely on the current year's actual projected costs and the fact that the current year's appropriation needs were underestimated.

Increased Clinic Workload	1.27	$ 20,371

Washington District public health clinic's workload has increased substantially during the current year which is the basis for a recommended increase in budgeted physician hours from 3,140 to 3,804 hours per year, as well as an additional clerk.

Relocation of Public Health Clinic	$ 12,000

During the current year, the Public Health Clinic in the Tri-City area was relocated to large quarters to provide adequate space for the increasing clinic workload activity as well as house newly approved Public Health programs, such as the Child Health Disability Project's screening team and the Maternal and Child Health Project. The space rental costs increased from $50,990 to $62,990.

Washington District Clinic

Monday	-	Immunization Clinic	A.M.	Fremont
	-	Venereal Disease	P.M.	Fremont
	-	Family Planning	A.M.	Pleasanton
	-	Primary Care	P.M.	Pleasanton
	-	Chest Clinic	1st & 3rd Evening	Fremont
Tuesday	-	Family Planning	A.M. & P.M.	Fremont
	-	Primary Care	A.M.	Pleasanton
	-	Well Child	P.M.	Pleasanton
	-	Family Planning	P.M.	Pleasanton
	-	Venereal Disease	Evening	Pleasanton
	-	Immunization	1st only A.M.	Livermore
	-	Chest Clinic	3rd only P.M.	Valley
Wednesday	-	Well Child	1st & 3rd P.M.	Union City
		Immunization	2nd P.M.	Newark
Thursday	-	Alcohol Clinic	A.M.	Fremont
	-	Venereal Disease	P.M.	Fremont
	-	Family Planning	P.M.	Pleasanton
	-	Immunization Clinic	P.M.	Valley
	-	Primary Care	Evening	Pleasanton
Friday	-	Well Child	A.M. & P.M.	Fremont
	-	Primary Care	A.M.	Pleasanton

	Clinic Hours/Year
Immunication, Well Child, Alcohol	2,020
Venereal Disease	560
Tuberculosis Control	144
Family Planning	312
Primary Care	768
Total	3,804
Family Planning	- 312*
	3,492

*Family Planning hours returned to the Central Family Planning budget #421.

HEALTH CARE SERVICES AGENCY

BUDGET UNIT SUMMARY REPORT

420 - Special Projects

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$619,847	$456,711	$368,705	$(251,142)	(40.5)
SERVICE & SUPPLIES	131,963	145,754	115,764	(16,199)	(12.3)
OTHER CHARGES	0	0	0	0	0
FIXED ASSETS	0	0	0	0	0
EXPENDITURE TRANS. & REIMBS.	0	0	0	0	0
TOTAL EXPENDITURES	$751,810	$620,465	$484,469	$(267,341)	(35.5)
REVENUE	$730,316	$489,100	$508,850	$(221,466)	(30.3)
NET COUNTY COST	$ 21,494	$131,365	$(24,381)	$ (45,875)	(113.4)
MAN-YEARS	44.07	29.61	25.75	(18.32)	(41.6)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT ACTUAL	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
1) V.D. contact, followup & educational activities contacts.	18,000	14,900	14,900	(3,100)	(17.2)
2) Child Health Disability Prevention Program (exams).	14,500	4,800	4,800	(9,700)	(66.9)
3) Rat Control Project (Inspections).	15,000	12,599	12,599	(2,401)	(16.0)
4) Enviornmental Lead Project (Samples taken)	2,200	2,300	2,300	100	4.5

DISCUSSION SUMMARY

The Special Projects budget incorporates the following miscellaneous projects, which are fully offset by State and Federal grants and patient fees:

Venereal Disease Project consists of intensified case finding efforts to prevent the spread of disease and to educate the public at large via films, literature, lectures about the disease and its treatability.

Child Health Disability Prevention Program consists of history, physical examination, nutritional assessment, dental assessment, audiometry, immunizations and tuberculin tests.

Rat Control Project is designed to reduce the rodent population and conditions conducive to rodent infestation within the project area (East Oakland).

Lead Project identifies children with increased lead absorption and those residences with high lead levels in paint, to provide for detoxi-

DISCUSSION SUMMARY (cont'd)

fication; to establish a system to provide for follow-up care for effected children; and to improve the community's education in this danger.

The recommended budget of $484,469 represents a decrease of $267,341 or 35.5% from the current-year's allowance. The following table outlines the 1976-77 expected sources of funding to support the recommended continuation of the various special projects outlined above.

Program	1976-77 Sources of Funding Support			Recommended Appropriations
	State Grant	Federal Grant	Patient Fees	
Venereal Disease	$ 51,240		0	$ 51,240
Child Health Disability Program (Admin.)	151,260			151,260
Child Health Disability Prevention (Screening)			10,000*	44,836
Women, Infants & Children	22,241			22,241
Rat Project		$101,892		101,892
Lead Project		113,000		113,000

*Patient collections (Medi-Cal, Insurance, etc.). This cost should be fully offset but delays in implementing effective billing and collections have been hampered.

It should also be noted that, whereas the recommended budget for 1976-77 is based on the funding allocations, the 1976-77 revenue estimates are based on anticipated cash receipts.

SPECIAL PROJECT #420

	1975-76 Allowed	Trans. Out	Trans.In	1976-77 Base	1976-77 Rec.	Inc/Dec
SALARIES & BENEFITS	$619,847	$180,288	$ 50,037	$489,596	$368,705	$(120,891)
SERVICES & SUPPLIES	131,963	0	11,000	142,963	115,764	(27,199)
FIXED ASSETS	0	0	0	0	0	0
GROSS	$751,810	$180,288	$ 61,037	$632,559	$484,469	$(148,090)
MAN-YEARS	44.07	(13.25)	4.75	35.57	25.75	(9.82)

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1) Transfer in of funded positions from the Venereal Disease budget (#423) to consolidate with other like small, short-term, Federal or State supported public health projects (cost center segregation insure accountability and revenue).	4.75	$ 50,037
2) Transfer out of funded 314 D/MCH positions to the Public Health Administration budget (#401) and the Administration budget (#400), based on the Federal grant's termination in 1975-76, but the Board of Supervisors approal for continuing them at County expense as a policy decision in June, 1975.	(13.25)	(180,288)
3) Decrease in positions, based on the currently reduced or anticipated reduction in the current grant's funding levels as indicated below:		
---Venereal Disease decrease is based on grant reduction.		
Health Service Aide	(1.00)	$ (9,912)
---Child Health Disability Program Administration's adjustments is based on better utilization of manpower.		
Administratiive Service Assistant I	.50	8,058
Health Service Rep. II	(1.00)	(13,512)
Subtotal	(0.50)	$ (5,454)

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS (cont'd)		
---Child Health Disability Program (Screening) staffing reduction is based on the Agency's inability to generate revenue which was to offset costs.		
Clerk	(2.50)	$(23,460)
Public Health Nurse	(1.50)	(25,848)
Nurse Practitioner II	(1.50)	(29,682)
Subtotal	(5.50)	$(78,990)
---Women, Infant and Children Project staff is reduced based on a transfer of funds to Services and Supplies:		
Physician Specialist	(.02)	$ (1,135)
Health Service Aide II	(.08)	(826)
Account Clerk II	(.50)	(5,190)
Subtotal	(.60)	$ (7,151)
---Rat Control Project staffing is increased based on an adjustment in the current year's grant.		
Stenographer II	.50	$ 4,956
---Lead Project staffing reduction is based on an anticipated reduction in the 1976-77 grant funding level.		
Administrative Service Assistant I	(.50)	$ (8,058)
Stenographer II	.50	4.956
Physician Specialist	(.14)	(6,692)
Sanitarian	(.50)	(8,064)
Health Statistician II	(.50)	(8,064)
Health Service Rep. II	(.33)	(4,504)
Health Service Aide I	(1.00)	(9,324)
Social Worker II	(.25)	(3,408)
Subtotal	(2.72)	$(43,158)
	420.4	(9.82) $(139,709)

SALARIES AND EMPLOYEE BENEFITS (cont'd)	Man-Years	Amount	
4. Decrease in salary savings from 12% to 5% based on a projection of this year's actual experience.	0	$ 55,453	
5. Employee benefits decrease based primarily on the decreased number of personnel recommended.		(36,635)	
Subtotal	(18.32)		$(251,142)
SERVICES AND SUPPLIES			
6. Transfer in of services and supply appropriations from the Venereal Disease budget (#423) to consolidate with other like small, short-term, Federal or State supported public health projects.		$ 11,000	
7. Decrease in professional and specialized services from $92,623 to $75,057 based on the following:			
---Elimination of Agency finance charges $(13,608)			
---Elimination of special one-time expenses of the Rat Control Project. (3,958)			
		(17,566)	
8. Elimination of agricultural services and supplies based on the anticipated grant's reductions and discontinuance of program's needs.		(10,220)	
9. Miscellaneous increases and decreases recommended in all entry accounts based on current experience.		587	
Subtotal			$ (16,199)
Total Expenditures			$(267,341)

	Man-Years	Amount	
REVENUE			
10. Initial inclusion of health fees for Child Health Disability Program (Screening) based on the requirement that the fees to support the program, which, at present, is not happening, but the billing and collection problem is being addressed.		$ 10,000	
11. Decrease in anticipated income associated with the Child Health Disability Program (Administration) based on delays experienced in program implementation. (This decrease is offset by a comparable decrease in expenditures).		(170,000)	
12. Decrease in 314(d) revenue based on the grant's termination during 1975-76.		(98,479)	
13. Transfer in of revenue from the Venereal Disease contract budget (#423).		59,000	
14. Miscellaneous increases and decreases in all other revenue accounts based on a projection of current experience.		(21,987)	
Subtotal			$(221,466)
Net County Cost			$ (45,875)

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT
Venereal Disease Project Transferred In	3.75	$ (7,760)

The Venereal Disease Project is supported by State funds. The positions, funds, and revenue are recommended for transfer to this Special Projects budget in order to consolidate it with other similar Federal or State supported programs. The transfer includes a $51,240 appropriation and $59,000 in anticipated revenue.

Formerly Supported by Federal 314d Funds Transferred to Other Budgets	(13.25)	$(81,809)

The 314d Federal allotment funds had traditionally provided full support to 13.25 man-years at a cost of $180,288 in various public health and administration endeavors. The funding for these positions expired in 1975-76, but the Board of Supervisors approved continuing the positions and their functions at full County cost. The positions accordingly are transferred out since they are no longer project funded. Revenue is reduced $98,479 from $153,479 to $55,000. The $55,000 amount will be realigned in 1976-77 for expenses incurred in 1975-76.

Reduction in Child Health Disability Screening Program	(5.50)	$(68,990)

The child Health Disability Program (Screening Component) was to be supported fully by Medi-Cal and insurance revenue. However, there had been a demonstrated inability to generate revenue for this mandated program. Therefore, it is recommended to reduce staff by 5.50 man-years and $78,990. The remaining staff would consist of a Public Health Nurse and a Nurse Practitioner II. It is anticipated that $10,000 revenue will be generated. The Agency is working to address the problem.

Reduction in the Lead Project's Grant	(2.72)	$(37,108)

The State's preliminary 1976-77 allocation for the fully supported Lead Project will be reduced from $156,158 to $113,000, which will necessitate a reduction in the project's expenses, which is reflected in a staffing reduction from 7.72 to 5.00, totaling a decrease of $43,158. The anticipated revenue has also accordingly been reduced from $109,800 to $103,750, a decrease of $6,050.

Decrease in Salary Savings	0	$ 55,453

A decrease in the projected salary savings factor from 12% to 5% is based on a projection of the current year's actual experience.

HEALTH CARE SERVICE AGENCY

BUDGET UNIT SUMMARY REPORT

FORM 104-6

421 - Family Planning

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$118,457	$110,486	$345,257	$226,800	191.5
SERVICE & SUPPLIES	429,752	497,344	299,284	(130,468)	(30.4)
OTHER CHARGES	0	0	0	0	0
FIXED ASSETS	0	500	500	500	100.0
EXPENDITURE TRANS. & REIMBS.	0	0	0	0	0
TOTAL EXPENDITURES	$548,209	$608,330	$645,041	$ 96,832	17.6
REVENUE	$380,274	$499,025	$499,025	$118,751	31.2
NET COUNTY COST	$167,935	109,305	$146,016	$(21,919)	(13.1)
MAN-YEARS	8.58	9.50	22.38	13.80	160.8

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT ACTUAL	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
FAMILY PLANNING CLINIC VISITS	15,000	16,000	15,000	0	0

DISCUSSION SUMMARY

The Family Planning Program provides clinical services directly in County public health clinics and indirectly via contracts with community-based organizations. The program which is largely funded by Federal grant funds includes the following services:

History: A comprehensive health history must be obtained and recorded in the patient's record.

Contraceptive Methods: Information and education regarding contraceptive methods.

Examinations: Physical examination and laboratory services are provided.

Post Examination Interview: This interview consists of clinical findings, instruction in the use of contraception, and availability of emergency services.

The recommended budget of $645,041 represents an increase of $96,832 or 17.6% over the current-year's allowance.

DISCUSSION SUMMARY (cont'd)

The Federal Government is essentially maintaining the current year's grant funding level. The net increase recommended (17.6%) is based on a mandate from DHEW regarding the generation and collection of third party revenue. Family Planning will be inaugurating complete eligibility billing and collection procedures for all family planning services. Eligibility for third party payment source will be determined at the clinic sites for all patients.

The following table outlines the 1976-77 expected sources of funding for the recommended Family Program budget.

1976-77 Sources of Funding

Federal Family Planning Grant - (75%)		$431,001
County--Total	(25.00%) or 143,667	
1)"Hard" Cash Match	(13.23%) or 76,015	76,015
2) Soft "In-Kind"	(11.77%) or 67,652	0*
*Existing expenditures in other budgets		
Federal Title IV A grant - (100%)		83,000
Patient Collections (Medi-Cal, Insurance, etc.)		55,025
Total		$645,041

1976-77 Recommended Appropriation

Salaries and Benefits	$345,257
Services and Supplies	299,284
Fixed Assets	500
Subtotal	$645,041
Net County Costs	$76,015 (11.8% of total budget)

It should also be noted that, whereas the recommended budget for 1976-77 is based on the Federal's preliminary funding allocations, the 1976-77 revenue estimates are based on anticipated cash receipts.

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. Transfer in funded positions from Central, Eastern, Eden and Washington District budgets based on the recommended centralization of Family Planning funding for simplicity and improved accountability. Positions include:		
Clerk II (1.50) $14,076 Physician Specialist (Hourly) 36,259 Nurse Practitioner I (4.50) 81,270 Staff Nurse II 15,036 Health Service Aide I (3) 27,972	10.88	$174,613
2. Additional Patient Service Technician I and Clerk II positions recommended based on the need to comply with a mandate from DHEW regarding the generation and collection of third party revenue.	3.00	32,112
3. Reduction of 156 Physician hours to offset an increase in the YWCA contract.	(.08)	(3,296)
4. Decrease in salary savings from 11.40% to 8.00% based on a projection of current experience.	0	12,347
5. Increased employee benefit costs based on rate changes and the increased staff recommended as a result of the centralization of all Family Planning staff.	0	11,024
Subtotal	13.80	$226,800

	Man-Years	Amount
SERVICES AND SUPPLIES		
6. Transfer in of the services and supply associated with Family Planning accounts from the Central, Eastern, Eden and Washington District budgets based on the recommended centralization of the program's expenses.		$ 61,600
7. Elimination of unnecessary "charge-backs" from the Central, Eastern, Eden and Washington District budgets, since all costs will be directly incurred by the Family Planning budget.		(222,145)
8. Elimination of Agency finance charges since these new "indirect" costs will be recovered via the A-87 cost reimbursement system.		(27,759)
9. Initial inclusion of data processing service charges based on current experience and the Agency's proration of their overall charge.		5,000
10. Initial inclusion of reprographic service expenses based on current utilization of forms by the staff located in the district facilities.		5,000
11. Inclusion of an 8% salary adjustment contingency for employees of this largely Federally-financed program.		16,194
12. Initial inclusion of the cost of insurance premiums to various health care budgets, a cost which was heretofore centralized in the Insurance budget.		4,015
13. Increase in office supply expenses from $1,800 to $5,790 based on a projection of current experience and anticipated new billing requirements.		3,990

	Man-Years	Amount	
SERVICES AND SUPPLIES (cont'd)			
14. Miscellaneous increases and decreases recommended in all other accounts based on a projection of current expense experience and changing program requirements.		$ 23,637	
Subtotal			$(130,468)
FIXED ASSETS			
15. Equipment for additional billing and accounting personnel.		$ 500	
Total Fixed Assets Recommended		500	
Less Current year allowed		0	
Total Fixed Assets			$ 500
Total Expenditures			$ 96,832
REVENUE			
16. Initial inclusion of third party patient collections (Medi-Cal, insurance, etc.) anticipated as a result of implementing a mandated billing and collection system.		$ 55,025	
17. Increase in the Federal Title IV A cash receipt from $52,677 to $83,000 based on a projection of the current year's final allocations.		31,323	

	Man-Years	Amount	
REVENUE (cont'd)			
18. Increase in the Federal Family Planning grant cash receipt from $327,597 to $360,000 based on a projection of the current year's final allocation.		$ 32,403	
Subtotal			$118,751
Net County Cost			$(21,919)

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Centralization of Family Planning Activities	10.88	$ 14,068

Currently, Federal grants are awarded to the Family Planning Division; however, a portion of the positions, salaries, benefits, services, and supplies appropriation are dispersed to the District budgets, creating a very complex accounting system and reducing accountability and control of the funds. It is recommended that all positions, salaries, benefits, services and supplies be returned to this Central Family Planning budget (#421). The transfer reflects the following:

Salaries and Benefits	$174,613
Services and Supplies	(160,545)*
Total	$ 14,068

*Largely reflects the elimination of "chargebacks"

Initiation of a New Mandated Billing System	3.00	$(18,423)

The Department of Health Education and Welfare has mandated Family Planning to bill and collect third party revenue. A complete eligibility and billing process for all Family Planning services will be implemented. Anticipated revenue to be generated from medical, insurance and patient fees. The following funds are recommended:

Patient Services Technician I (2)	$ 22,728
Clerk II	9,384
Associated Office Equipment and Supplies	4,490
	$ 36,602
Revenue	(55,025)
	$(18,423)

Increase In Non-Position Related Salary and Benefit Costs	$ 23,371

An increase in salary savings from 11.40% to 8.00% based on a projection of current experience represents an increase of $12,347. Increased employee benefit costs of $11,024 are recommended based on rate change and the increased staff in the Central Family Planning budget being transferred from District budgets.

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT
Initial Expenses for Certain IGS Services		$ 10,000

Data processing services charges of $5,000 and reprographic charges of $5,000 are initially reflected in this budget based on current utilization and changing program requirements.

Initial Inclusion of Malpractice Insurance Premium Costs		$ 4,015

Commencing in 1976-77, malpractice insurance costs will be a direct cost to certain health care budgets, rather than an "indirect" cost and paid by the Insurance budget. This cost is offset by credits to the Insurance budget.

Elimination of Agency Finance Charges		$(27,759)

Agency finance charges directly to health care budgets has been eliminated because this new "indirect" cost will be recovered via the A-87 cost reimbursement method.

FAMILY PLANNING

	1975-76 Allowed	Trans. In	1976-77 Base	1976-77 Recommend	Decrease/ Increase
SALARIES & EMPLOYEE BENEFITS	$118,457	$174,613	$293,070	$345,257	$ 52,187
SERVICE AND SUPPLIES	429,752	61,600	491,352	299,284	(192.068)
FIXED ASSETS	0	0	0	500	500
	$548,209	$236,213	$784,422	$645,041	$(139,381)
CREDITS			-222,145	0	-(222,145)
TOTAL			$562,277	$645,041	$ 82,764
MAN-YEARS	8.58	10.88	19.46	22.38	2.92

BUDGET UNIT SUMMARY REPORT

FORM 104-6

#422 - Comprehensive Child Health Services

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$236,091	$315,514	$331,368	$ 95,277	40.4
SERVICE & SUPPLIES	191,979	263,947	241,201	49,222	25.6
OTHER CHARGES	500	0	0	(500)	(100.0)
FIXED ASSETS	0	975	0	0	0
EXPENDITURE TRANS. & REIMBS.	0	0	0	0	0
TOTAL EXPENDITURES	$428,570	$580,436	$572,569	$143,999	33.6
REVENUE	$358,200	$375,000	$638,500	$280,300	78.3
NET COUNTY COST	$ 70,370	$205,436	$(65,931)	$(136,301)	(106.7)
MAN-YEARS	16.00	21.00	21.00	5.00	31.3

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
PATIENT MEDICAL VISITS	4,900	8,000	8,000	3,100	63.3
PATIENT DENTAL VISITS	1,500	4,000	4,000	2,500	166.7

DISCUSSION SUMMARY

The Comprehensive Child Health Services Program provides services to children up to fifteen (15) years of age living in North Oakland and Emeryville. This program is largely subvented by Federal grant funds channeled through the State, with the County being required to match these grant funds. The health care services provided include; pediatrics, dentistry, public health and clinic nursing, nutritional and social counseling, health education and referrals for mental health and other services as required.

The recommended budget of $572,569 represents an increase of $143,999 or 33.6 over the current year's allowance. This increase is partially a result of the Federal Government increasing the allocation from $416,778 to $453,633 or 8.8%, as well as a correction in computing the County's "hard" cash match requirements. The following table compares the sources of funding and the recommended budget.

COMPREHENSIVE CHILD HEALTH

1976-77 Sources of Funding

Federal Grant	(75%)	$453,633
County - Total	(25%) or 151,211	
1. "Hard" Cash Match	(15.2%) or 91,936	91,936*
2. "Soft" "In Kind"	(9.8%) or 59,275	0**

*The current year's County "hard" match was erroneously computed to be only $7,231 or 1.3%, whereas it should have been 15.2% of the 1975-76 allocation of $416,778 or $63,350.

**Existing expenditures in other budgets.

Patient Collections (Medi-Cal)	27,000
Total	$572,569

1976-77 Recommended Appropriation

	County	Federal	Revenue	Total
Salaries and Benefits	$82,842	$248,526	0	$331,368
Services and Supplies	9,094	205,107	$ 27,000	241,201
Subtotal	$91,936	$453,633	$ 27,000	$572,569
Net County Costs	$91,936 (15.2% of the total budget)			

It should be noted that whereas the recommended budget for 1976-77 is largely based on the Federal funding allocation, the 1976-77 revenue estimates are based on anticipated cash receipts.

SUMMARY OF CHANGES

SALARIES AND EMPLOYEE BENEFITS		Man-Years	Amount
1. Additional personnel recommended in order to increase the level of medical visits from 4,900 to 8,000 and increase the level of dental visits from 1,500 to 4,000. These include:			
Stenographer II	$ 9,912		
Nurse Practitioner II	19,788		
Clinical Lab Technician I (Part-Time)	7,476		
Health Services Rep. III (Parttime)	8,142		
Health Services Aide I (2)	18,648	5.00	$ 63,966
2. Decrease in salary savings from 12.00% to 4.50% based on a projection of current year's experience.			13,956
3. Increase in various employee benefits; amounts based primarily on rate changes and the increased number of personnel recommended.			17,355
Subtotal		5.00	$ 95,277

SERVICES AND SUPPLIES

4. Net increase in professional and specialized services expenses based on both the increased grant allowance and current expenditure experience and changing program requirements as detailed below:

---Increased janitorial services cost (from $2,500 to $3,000) $ 500

---Elimination of Finance Charges (2,000)

---Increase in Children's Hospital contract from $23,080 to $44,080, based on the higher grant allowance and current expense experience and need. $21,000

	Man-Years	Amount	
SERVICES AND SUPPLIES (cont'd)			
---Increased payments to private physicians and dentists from $89,593 to $112,891, based on the higher grant allowance and current expense experience and need.	$23,298	$42,798	
5. Initial inclusion of malpractice insurance premium expenses to certain health care budgets, a cost which was previously centralized in the Insurance budget.		20,328	
6. Miscellaneous decreased based on current expenditure experience.		(13,904)	
Subtotal			$ 49,222
OTHER CHARGES			
7. Transfer general relief appropriation to the Transportation account. Funds are utilized for taxes and bus transportation of clients when necessary.			$ (500)
Total Expenditures			$143,999
REVENUE			
8. Increase third party patient collections (Medi-Cal, insurance, etc.) based on a projection of current income experience.		$ 11,000	
9. Increase in anticipated Federal grant revenue based on anticipated cash receipts. The current year's grant amount was higher than originally anticipated.		269,300	
Subtotal			$280,300
Net County Cost			$(136,301)

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Expansion of the Support for the Children and Youth Project	5.00	$(136,301)

The Federal funds which support the children and youth program were increased during the current year from $416,778 to $453,633 in order to provide additional staff and to augment the service contract with Children's Hospital based on need. The County's required match of the Federal grant is 25%. This match consists of both "Hard" cash and "Soft" In-Kind amounts. The current year's budget erroneously reflected only a 1.3% "hard" cash match and actual hard cash match should have been 15.2% or $63,350, with the balance of 9.8% being "soft"in-kind match. The 1976-77 recommended budget corrects the error. Recommended "hard" match is $91,936 or 15.2%, and the "soft" in-kind match is $59,275 or 9.8%. Patient care collections are expected to increase from $16,000 to $27,000.

The composite effect of recommending the maximum supportable program from all sources of funding, and the estimated cash revenue to be received in 1976-77 reflects the following budget changes:

Salaries and Benefits	$ 95,277
Services and Supplies	49,222
Other Charges	(500)
Total Expenditures	$ 143,999
Revenue	-280,300
Net County Cost	$-136,301

BUDGET UNIT SUMMARY REPORT

FORM 104 6

423 - Health Care Service Agency - Venereal Disease Control

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$139,905	$139,905	0	($139,905)	(100.0)
SERVICE & SUPPLIES	116,846	30,279	0	(116,846)	(100.0)
OTHER CHARGES	0	0	0	0	0
FIXED ASSETS	250	0	0	(250)	(100.0)
EXPENDITURE TRANS. & REIMBS.	0	0	0	0	0
TOTAL EXPENDITURES	$257,001	$170,184	0	($257,001)	(100.0)
REVENUE	42,201	87,000	13,000	(29,201)	(69.2)
NET COUNTY COST	$214,800	$ 83,184	($13,000)	($227,800)	(106.1)
MAN-YEARS	10.05	10.05	0	(10.05)	(100.0)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	Actual Department	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Venereal Disease Control Follow-ups	$ 18,000	Note: (V.D. has been transferred out of this budget to the Special Projects budget (#420). Workload changes will be discussed in that budget.)			
Highland V.D. Clinic Visits	$ 3,500	Note: (The Highland V.D. Clinic operation has been transferred out of this budget to the Eastern District budget ($417). Workload changes will be discussed in Eastern District budget.)			

DISCUSSION SUMMARY

No funds are recommended for this budget in 1976-77. The discontinuance of one program due to the loss of federal funding, and the transfer of the other two projects to other budgets, concurrently eliminate the need for this separate budget division.

The following changes are recommended effective July 1, 1976:

VENEREAL DISEASE

	1975-76 Allowed	Trans. Out	Trans. In	1976-77 Base	1976-77 Recommend	Decrease Increase Net
SALARIES & EMPLOYEE BENEFITS	$139,905	$104,384	0	$ 35,521	0	$(35,52
	V.D.	50,037				
	HGH. V.D.	54,347				
SERVICES AND SUPPLIES	$116,846	$ 18,720	0	$ 98,126	0	$(98,12
	V.D.	11,000				
	HGH. V.D.	7,720				
FIXED ASSETS	$ 250	0	0	$ 250	0	$ (25
TOTAL	$257,001	$123,104	0	$133,897	0	$(133,89
MAN-YEARS	10.05	7.30	0	2.75	0	(2.7
	V.D.	4.75				
	HGH. V.D.	2.55				

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. Transfer out of Venereal Disease Project positions and salaries to the Special Projects budget (#420) to consolidate with other like small short-term Federal or State supported public health projects. (Cost Center segregation insures account-ability for expenditures and revenue)	(4.75)	$(50,037)
2. Elimination of the staff assigned to the Gonorrhea Pilot Study based on the discontinuance of project funds.	(2.75)	(32,969)
3. Transfer out of the Highland-Venereal Disease clinic positions and salaries to the Eastern District budget (#417) based on the fact that this program is fully supported by the County and is administered by Eastern District.	(2.55)	(54,347)
4. Elimination of employee benefits based on the transfer out and discontinuance of programs referenced above.		(16,287)
5. Elimination of salary savings based on the transfer out and discontinuance of programs referenced above.		13,735
Subtotal	(10.05)	$(139,905)
SERVICES AND SUPPLIES		
6. Transfer out of the services and supply costs associated with the Highland Venereal Disease Clinic to the Eastern District budget (#417).		$ (7,720)
7. Transfer out of the services and supply costs associated with the State supported Venereal Disease project to the Special Projects budget (#420).		(11,000)

	Man-Years	Amount	
SERVICES AND SUPPLIES (cont'd)			
8. Elimination of the services and supply costs associated with the Gonorrhea Pilot Study based on the discontinuance of that grant.		$ (2,630)	
9. Elimination of the chargebacks from the district budgets based on the transfer of the County funded program to the Eastern District budget (#417).		(91,875)	
10. Elimination of the Agency's finance charges. These "indirect" costs will be recovered via the A-87 cost reimbursement method.		(3,621)	
Subtotal			$(116,846)
FIXED ASSETS			
11. Total Fixed Assets Recommended		$ 0	
Less Current Year Allowed		-250	
Total Fixed Assets			$ (250)
Total Expenditures			$(257,001)
REVENUE			
12. Transfer out of the revenue associated with the special State funded project to the Special Projects budget (#420).		$(20,149)	
13. Elimination of the Federal revenue associated with the Gonorrhea Pilot Study based on the discontinuance of the program's support. (Note--$13,000 in carry-overrevenue is anticipated in 1976-7 for expenses incurred in 1975-6)		(9,052)	
Subtotal			$ (29,201)
Net County Cost			$(227,800)

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Transfer Out of the Supported Venereal Disease Project	(4.75)	$ (40,888)

This Venereal Disease Project is supported fully by the State; therefore, it is recommended it be transferred to the Special Projects budget (#420) and consolidated with similar short-term non-County supported special public health projects. The following are accordingly recommended for transfer:

Salaries & Benefits	$ (50,037)
Services & Supplies	(11,000)
Revenue	-(20,149)
Total	$ (40,888)

Transfer Out of the County Funded Venereal Disease Clinic Operation	(2.55)	$(153,942)

The non-grant supported services in the Agency's Venereal Disease Program are recommended for transfer to the District budgets. Concurrently, the elimination of all unnecessary chargebacks for non-grant supported Venereal Disease services is also achieved.

Salaries & Benefits	$ (54,347)
Services & Supplies	(99,595)
Total	$(153,942)

Discontinuance of the Gonorrhea Pilot Project	(2.75)	$ (26,799)

The existing Federal funds which fully support the Gonorrhea Pilot Project will be discontinued in 1976-77; therefore, the project's discontinuance is concurrently recommended. This recommendation results in the following funding changes:

Salaries and Benefits	$ (32,969)
Services and Supplies	(2,630)
Fixed Assets	(250)
Subtotal	$ (35,849)
Revenue	-(9,052)
423.4	$ (26,797)

BUDGET HIGHLIGHTS (cont'd)

Note: The current year's revenue estimate was based on anticipated cash to be recommended. $13,000 in revenue is unbudgeted in 1976-77 for expenses incurred in 1975-76.

BUDGET UNIT SUMMARY REPORT

FORM 104-6

424 - Crippled Children Services

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 420,687	$ 480,389	$ 455,692	$ 35,005	8.3%
SERVICE & SUPPLIES	30,011	23,232	21,734	(8,277)	(27.6)
OTHER CHARGES	869,761	1,133,500	819,200	(50,561)	(5.8)
FIXED ASSETS	593	1,917	275	(318)	(53.6)
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$1,321,052	$ 1,639,038	$1,296,901	$(24,151)	(1.8)
REVENUE	1,013,300	908,500	950,708	(62,592)	(6.2)
NET COUNTY COST	$ 307,752	$ 730,538	$ 346,193	$ 38,441	12.5
MAN-YEARS	30.00	34.00	31.00	1.00	3.3

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Cases Screened	3,100	3,300	3,100	0	0
Occupational Therapy Physical Therapy Treatment	23,443	25,787	25,800	2,357	10.1

DISCUSSION SUMMARY

The Crippled Children Services Program provides diagnosis, treatment, and therapy to eligible crippled children. The program consists of the following:

Administration: This component establishes eligibility, authorizes treatment and initiates billing for both in and out-patient services performed by private hospitals and physicians.

Therapy: This component includes professional staff, who provide occupational and physical therapy, physician consultation, and case review to handicapped children.

Orthodontia Evaluation: Clinic sessions are held in order to investigate the child's orthodontia problems and determine if the child is medically eligible for Crippled Children Services.

Diagnosis & Treatment: This component includes funds to reimburse private hospitals and physicians for professional services provided to crippled children with eligible conditions.

DISCUSSION SUMMARY (contd)

The recommended budget of $1,296,901 represents a decrease of $ 24,151 or 1.8% over the 1975-76 budget of $1,321,052. A substantial supplementation of $213,504 was approved in September 1975, based on additional funding support provided by the State.

This budget normally reflects the maximum program level which can be supported within the State's funding allocation. However, because of reduced expenditure levels currently being experienced for private hospital and physician services, due to the apparent reluctance of some physicians to accept Crippled Children referrals due primarily to the malpractice crises, it is felt the County's 1976-77 preliminary budget recommendations should reflect a more realistic funding level, and therefore only $1,128,000 is recommended for diagnosis, treatment, and therapy, rather than the State's allocation of $1,328,000. The "reduction" of $200,000 represents a savings of $150,000 in State and $50,000 in local funds for this 75%/25% State/County partnership program.

The Agency is agreeable to this budget posture, but if experience indicates a need to expend up to the State's allocation, appropriate budget adjustments would be recommended mid-year.

The following table outlines the sources of funding support for the recommended 1976-77 budget for Crippled Children Services, as well as the County's net fiscal obligation in this regard.

DIAGNOSIS, TREATMENT & THERAPY

1976-77 Sources of Funding		
State (75%)	$ 846,600	
County (25%)	282,200	
Total -		$ 1,128,800

1976-77 Recommended Appropriation	$	
1) Therapist Salaries	255,121	
Employee Benefits/Other Expenses	54,479	
Total		309,600
2) Payments to private hospitals and physicians for diagnosis and treatment services.		819,200
		$ 1,128,800

ADMINISTRATION

1976-77 Recommended Appropriation

Salaries & Employee Benefits	$ 147,700	
Services & Supplies	20,126	
Fixed Assets	275	
Subtotal	168,101	
Less State revenue for administration	(- 49,500)*	
Net County Cost		$ 118,601

*State formula for reimbursement of administrative expenses represents 5.5% of prior year's actual expenditures for care and treatment plus Medi-Cal administration.

NET COUNTY COSTS

Diagnosis, Treatment and Therapy (25%)	$ 282,200
Unreimbursed administrative expenses	118,601
Less direct patient collections	(- 33,000)
	$ 367,801

It should also be noted that, whereas the recommended budget for 1976-77 is based on the State's preliminary funding allocation, the 1976-77 revenue estimates are based on anticipated cash receipts. (As noted in the earlier discussion, the State allocation has been reduced by $200,000 to reflect more accurately the projected expenditure required.)

SUMMARY OF CHANGES

SALARIES AND EMPLOYEE BENEFITS	Man-Years	Amount	
1) Additional Physical Therapist position to provide services to children with Cerebral Palsy, based on a 10.1% increase in caseload (currently there are 15.5 therapists).	1.00	$ 15,216	
2) Decrease in Salary Savings from 10% to 7%, based on a projection of current year's experience.	-	10,633	
3) Increase in various Employee Benefits; amounts based primarily on rate changes.	-	9,156	
Sub-Total Salaries and Employee Benefits	1.00		$ 35,005
SERVICES AND SUPPLIES			
4) Increased Reprographics services from 0 to $1,000, based on a purchase of two-years supply of forms to effect cost savings through bulk purchases.		1,000	
5) Elimination of Agency finance charges since these charges will be claimed via the "A-87" cost reimbursement method.		(-10,566)	
6) Elimination of data processing charges, due to lack of need.		(- 1,765)	
7) Miscellaneous increases and decreases in all other accounts, based on a projection of 1975-76 expenditure experience.		3,054	
Sub-Total			(- 8,277)
OTHER CHARGES			
8) Decrease based on current year expenditure for private physicians and hospitals. (See summary discussion on Revenue).			(-50,561)
FIXED ASSETS			
9) Replacement		275	
Less Current Year Allowance		(-593)	
Total Fixed Assets			(- 318)
Total Expenditures			$(-24,151)

	Man-Years	Amount
REVENUE		
10) Increase in patient collections and miscellaneous revenue, based on a projection of current experience.		$ 5,700
11) Decrease in State's 75% reimbursement of diagnosis, treatment and therapy services based on lower expenditure level of payments and services to private physicians and hospitals.		(-68,292)
Sub-Total - Revenue		$(-62,592)
Net County Cost	1.00	$ 38,441

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Increased Physical Therapy Caseload	1.00	$ 15,216

The therapy treatment caseload has increased from 23,443 to 25,800 (10.1%). The 15.5 existing therapists cannot adequately handle the increased caseload; therefore an additional physical therapist is recommended. The cost will be 75% reimburseable by the State.

Decreased Administrative Operational Costs (-12,331)

Various costs of administering the Crippled Children's Program have decreased. Data processing charges have been deleted totally (current amount, $1,765), due to lack of need for services. Agency finance charges have been deleted (current amount, $10,566) since they will be incorporated in claims via the "A-87" cost reimbursement mechanism.

Reduced Diagnosis and Treatment Costs (-50,561)

This year's expenditure for private physician and hospital costs have decreased from a budgeted level of $869,761 to $819,200. The decrease in services and cost is based largely on the malpractice crisis and the concurrent reluctance of some physicians to accept referrals.

Reduced State Reimbursement (-68,292)

Paralleling the reduced expenditure level projected for diagnosis, treatment and therapy services, the anticipated State reimbursement for 75% of these expenditures can also be anticipated. (Revenue estimate is based on cash receipts anticipated).

HEALTH CARE SERVICES AGENCY

BUDGET UNIT SUMMARY REPORT

FORM 104 6

Mental Health Services - Summary *

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$1,356,373	$6,443,105	$ 6,368,645	$5,012,272	369.6
SERVICE & SUPPLIES	9,795,153	6,863,543	6,534,132	(3,261,021)	(33.3)
OTHER CHARGES	0	0	0	0	0
FIXED ASSETS	2,444	12,336	3,224	780	31.9
EXPENDITURE TRANS. & REIMBS.	-293,895	0	0	-(293,895)	(100.0)
TOTAL EXPENDITURES	$10,860,075	$13,318,984	$12,901,001	$2,040,926	18.8
REVENUE	$6,559,786	$9,671,469	9,766,221	3,206,435	48.9
NET COUNTY COST	$4,300,289	$3,647,515	$ 3,134,780	$(1,165,509)	(27.1)
MAN-YEARS	85.41	365.87	372.40	286.99	336.0

*Includes the Following: #440 - Mental Health Services - Administration
#441 - Mental Health Services - North Region
#442 - Mental Health Services - South Region

The above summary accurately portrays the fiscal comparisons of the 1975-76 final budget, the 1976-77 Agency request and the 1976-77 recommended budget for all the County's mental heatlh services.

However, in order to recommend a composite budget for mental health services in 1976-77, which did not exceed the County's "actual" current year's over-match in property tax support, an adjustment of the 1975-76 allowance was required to provide realistic comparisons. This "adjustment", as well as the sources of funding supporting the allowed, requested and recommended budgets, are detailed in the attached table.

The 1975-76 "adjusted" final budget incorporates the following changes when compared to the Auditor-Controller's actual allowance:

		1975-76	
	Actual	Adjusted	Change
Appropriation	$10,860,075	$11,616,526	$756,451

The difference represents increased salary and benefit expenses for district and hospital employees, which were not reflected in final budget adjustments in increased chargebacks to the Central Mental Health budget. The reorganization and budgeting restructuring accomplished in July, 1975, will eliminate the need for this adjustment in the future, since all mental health expenses will be "directly" incurred by mental health budgets.

	1975-76 Actual	1975-76 Adjusted	Change
Malpractice Insurance Costs	0	$141,000	$141,000

This $141,000 expense was treated as an 'indirect' cost item in 1975-76 and was entirely a property tax supported expense. In 1976-77, an amount of $112,077 is included in the recommended mental health budget as a direct expense. Therefore, in order to provide a more realistic and equitable comparison of the County's current year's overmatch, as adjusted, with the 1976-77 recommended budgeted, this 1975-76 indirect cost item should be added to the adjusted 1975-76 budget base.

	1975-76 Estimate	1975-76 Adjusted	Change
Revenue	$6,559,786	$9,064,263	$1,504,477

The difference represents an increase in the State's Short-Doyle revenue to reflect the State's final 1975-76 allocation of $6,175,988. The actual final budget estimate was $3,669,727, which has proven substantially underestimated, since current year's projected income from this source is expected to be $6,564,161. The substantial difference of $1,316,161 is due to two factors:

--- The State changed its method of reimbursement in 1975-76, whereby 85% of the average monthly allocation amount is advanced. The balance of costs are then claimed as they occur. This has greatly accelerated the cash flow to counties. Since the County's programs' expenses are substantially in excess of the allocation, the full allocation should be received in the first ten months of 1976-77.

--- The Auditor-Controller reduced the 1975-76 preliminary budget's estimate of this revenue by approximately $1.1 million in the final budget, since funds originally anticipated in 1975-76 were actually received in June, 1975.

Partially offsetting this major increase is the recommended elimination of $1,984 in certain one-time-only miscellaneous revenue income as a 1975-76 adjustment since this non-program income will not be available in 1976-77.

ALAMEDA COUNTY
LOCAL MENTAL HEALTH SERVICES

	1975-76 "Adjusted" Final Budget		1976-77 Request		1976-77 Recommend		Increase/ Decrease
Appropriation		$11,757,526		$ 13,318,984		$12,906,001	$ 1,148,475
Sources of Funding							
State (Short-Doyle)	$6,175,988		$6,486,342		$6,424,477		248,489
Federal (N.I.M.H.)	885,034		885,544		824,390		(60,644)
Federal(A.C.T.E.B.)	0		87,838		87,420		87,420
Short-Doyle/Medi-Cal	1,812,311		1,974,262		2,044,106		231,795
Medicare	60,466		94,616		165,119		104,653
Patient & Insurance	130,464		142,867		220,709		90,245
Sub-Total		$ 9,064,263		$ 9,671,469		$ 9,766,221	$ 701,958
County							
Mandated Share							
Local Programs	686,221		720,531		713,831		27,610
State Hospitals	352,400		352,400		558,675		206,275
Community	28,280		28,280		46,787		18,507
		$ 1,066,901		$ 1,101,211		$ 1,319,293	$ 252,392
Supplemental Support		1,626,362		2,546,304		1,820,487	194,125
Sub-Total		$ 2,693,263		$ 3,647,515		$ 3,139,780	$ 446,517
Total		$ 11,757,526		$ 13,318,984		$12,906,001	$1,148,475
Analysis of County's Supplemental Support							
Maintenance -Regular Programs	1,626,362		2,546,304		1,626,362		-0-
Expanded Criminal Justice Services	0		0		194,125		194,125
Total		$ 1,626,362		$ 2,546,304		$ 1,820,487	$ 194,125
Total County Contribution							
Mandated Share	1,066,901		1,101,211		1,319,293		
Supplemental Support	1,626,362		2,546,304		1,820,487		
Total		$ 2,693,263		$ 3,647,515		$ 3,139,780	$ 446,517
Percentage of Local Programs		22.91%		27.39%		24.33%	1.42%
Man-Years		359.45		365.87		372.40	12.95

Budget Hearing 1976-77

[x] POLICY MATTER (Funds Included)

[ ] POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
440,441,442 - Mental Health Services (all)	Health Care Services Agency

TITLE	AMOUNT
Continuation of Supplementary Funding Support to Maintain Currently Operative Programs	$1,820,487

DESCRIPTION:

The recommended 1976-77 budget includes $1,820,487 in excess of the maximum funding support available from all sources, including the County's mandated share of Short-Doyle Program costs to continue the currently operative mental health programs as indicated by the following:

1976-77 Recommended Appropriation		$12,906,001
1976-77 Sources of Funding		
State	$6,424,477	
Federal	911,810	
Patient Collections	2,429,934	
		9,766,221
County - Mandated Share		
Local Programs	$ 713,831	
State Hospitals	558,675	
Community Services	46,787	
		1,319,293
Sub-total		$11,085,514
NET FUNDING DEFICIENCY		$ 1,820,487

This $1,820,487 net funding deficiency includes a $1,626,362 amount, which is the same as the County's overall 1975-76 supplementation of local mental health programs with property tax support in excess of its mandated share of costs, as well as a $194,125 amount representing the County's 100% funding support of the expanded criminal justice psychiatric screening and evaluation services, which was approved during the current year.

The Board of Supervisors is requested to make a policy decision to either:

- Approve continued 100% County funding support to sustain currently operative programs of $1,820,487.
- Direct the County Administrator, Health Care Services Agency, Mental Health Advisory Board and others to recommend program reductions totaling $1,820,487 to enable the County to live within its normal funding resources; or
- A combination of the above, totaling $1,820,487.

POLICY MATTER (cont'd)

It should be noted that the recommended budget of $12,906,001 does include an 8% contingency amount for salaried employees and a 4% contingency amount for service contracts totaling $576,540. (The latter is a direct reflection of the State's "adjusted" cost of living increase for Alameda County's local programs of 4%.)

Budget Hearing

1976-77

[ ] POLICY MATTER (Funds Included)

[X] POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO & TITLE	DEPARTMENT
440,441,442 - Mental Health Svcs. (all)	Health Care Services Agency

TITLE	AMOUNT
Additional But Unidentified County Funding Support for Mental Health Programs	$269,116

DESCRIPTION

The Agency has requested supplementary funding in addition to the County's current $1,820,487 overmatching of support for mental health programs for as yet unidentified purposes. Since this request would exceed the County's current level of overmatching, as delineated in the mental health policy matter, it is not recommended.

The Agency feels that salary savings should be reduced from 10% to 7.5%, and that Short-Doyle contract amounts should include a 6.1% cost-of-living increase rather than the 4% amount recommended. These changes, if approved, would increase the budget by $269,116.

HEALTH CARE SERVICES AGENCY

BUDGET UNIT SUMMARY REPORT

FORM 104 B

#440 - Mental Health Services - Administration

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 863,488	$ 333,883	$ 317,411	$ (546,077)	(63.2)
SERVICE & SUPPLIES	9,109,109	889,764	1,205,722	(7,903,387)	(86.8)
OTHER CHARGES	0	0	0	0	0
FIXED ASSETS	2,444	0	0	(2,444)	(100.0)
EXPENDITURE TRANS. & REIMBS.	0	0	0	0	0
TOTAL EXPENDITURES	$9,975,041	$1,223,647	$1,523,133	$(8,451,908)	(84.7)
REVENUE	5,674,752	8,698,087	8,854,411	3,179,659	56.0
NET COUNTY COST *	$4,300,289	$(7,474,440)	$(7,331,278)	$11,631,537	(270.9)
MAN-YEARS	54.35	18.50	18.50	(35.85)	(66.0)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
NOT APPLICABLE FOR THIS ADMINISTRATIVE ACTIVITY					

Most revenues are reported in this budget, although expenditures are also made in other budgets.

DISCUSSION SUMMARY

The Mental Health Services Administration budget incorporates the offices of the Assistant Agency Director, Planning, Program Evaluation and Administration, with service-wide direction and coordination responsibilities.

The substantial reduction recommended in the budget is largely due to the administrative and budgetary implementation of the approved Mental Health Services reorganization, which was accomplished during the current year. Most clinical administrative and clerical personnel, as well as associated operating expenses, were transferred to the newly established North and South Regional Mental Health budgets.

This budget also includes the County's 10% share of State Hospital and Community Services Section costs, as well as certain other expenses, which would be impractical to decentralize to the regional budgets.

HEALTH CARE SERVICES AGENCY
#440 - Mental Health Services
Administration

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND BENEFITS:		
1. Transfer out of positions, salary and benefit expenses to the Mental Health Services--North and South Region budgets (#441 and #442) to reflect the approved reorganization of Mental Health Services.	(35.85)	$(562,366)
2. Reclassification of a Secretary I to a Program Specialist I approved during the current year.	-0-	6,852
3. Increase in salary savings amount while retaining the same 10% factor for the existing central staff.	-0-	(1,232)
4. Miscellaneous impact of employee benefit adjustments based on higher rates but the lower net salary amount recommended.	-0-	10,669
Sub-Total	(35.85)	$(546,077)

	Man-Years	Amount
SERVICES AND SUPPLIES		
5. Transfer out of service and supply expenses to the North and South Regional budgets, and the elimination of "chargeback" funds to reimburse districts and hospitals. Both changes were accomplished in July, 1975, to reflect the reorganization of Mental Health Services.		$(8,238,455)
6. Increase in the County's 10% share of certain State costs, based on both a projection of current cost and usage experience, but also to reflect the State's preliminary 1976-77 Short-Doyle allocation. These include:		
State Hospitals (increased from $352,400 to $558,675)	$206,275	
Community Services Section (increased from $28,280 to $46,787)	18,507	
		224,782
7. Increase in charges by the Coroner-Public Administrator for conservatorship services from $173,401 to $183,248, associated with the administration of the L.P.S. Act.		9,847
8. Initial inclusion of charges from Highland General Hospital for provision of support services (utilities, space, housekeeping, etc.) provided to administration staff housed at that facility.		36,080
9. Increase in Agency finance charges based on a projection of current and projected cost and usage experience.		42,833

	Man-Years	Amount	
SERVICES AND SUPPLIES (cont'd)			
10. Miscellaneous increases and decreases in all other categories of expense, based on a projection of current usage, changing program requirements and anticipated inflation.		$ 21,526	
Subtotal			$(7,903,387)
FIXED ASSETS			
11. No items requested or recommended.		0	
Less Current Year Allowed		(2,444)	
Total Fixed Assets			(2,444)
Total Expenditures			$(8,451,908)
REVENUE			
12. Substantial increase in anticipated State Short-Doyle revenue from $3,669,727 to $6,424,477, based primarily on a charge in the State's reimbursement procedures, whereas they advance on a monthly basis 85% of the average monthly allocation. This speeds up the "cash flow." In addition, the current year's final estimate was "artificially" decreased approximately $1.1 million by the Auditor-Controller. The 1976-77 estimate of $6,427,477 represents the State's preliminary allocation amount.		$2,754,750	

	Man-Years	Amount
REVENUE (cont'd)		
13. Increase in third party patient collections based on a projection of current experience with improved billing systems and higher rates. These revenue increases by category include the following:		
Patient Fees/Insurance		$ 90,245
Short-Doyle/Medi-Cal		231,795
Medicare		104,653
		$426,693
14. Elimination of the current year's estimate of miscellaneous income.		$(1,784)
Total Income		$ 3,179,659
Net County Cost*		(11,631,537)

*Note: Most Mental Health Services revenue is reported in this budget, although expenses are incurred in the North and South Regional budgets. A more valid comparison of expenditures, revenue and net County costs are contained in the Mental Health Services Fiscal Summary.

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Reorganization of Mental Health Services	(35.85)	$(8,802,565)

The 1975-76 budget for Mental Health Services was fragmented throughout district and hospital budgets, as well as a central mental health administration budget. In July, 1975, after the adoption of the final budget, a major restructuring of this budgeting was accomplished to reflect the previously approved administrative reorganization of mental health services. Mental health positions and funds will be transferred from district, hospital and this central administration budget to the then newly established North and South Regional budgets.

Insofar as this budget is concerned, major changes included the following:

Transfer out of positions and operating expenses to the North and South Regional Mental Health budgets.	(35.85)	$(1,317,853)
Transfer out of Short-Doyle service contract expenses to the North Regional Mental Health budget.		(1,815,682)
Elimination of funds to reimburse district and hospital budgets for direct mental health costs incurred by the latter since these costs then became direct rather than indirect expenses to the regional mental health budgets.		(5,669,030)
	(35.85)	$(8,802,565)

Increase in County's Mandated Share of State Costs $ 224,782

A substantial increase in the County's mandated 10% of State Hospital and the State Community Services Section's costs by $206,275 and $18,507, respectfully, is based not only on a projection of current usage and cost experience, but reflects the State's preliminary 1976-77 Short-Doyle allocation.

Increased State Short-Doyle Revenue $2,754,750

A substantial increase of $2,754,750 in anticipated State Short-Doyle revenue is based on three factors:

---A projection of current income experience, which reflects a change in the State's method of reimbusement.

---Correction of an artificially low current year estimate by the Auditor-Controller (original estimate was lowered $1.1 million to reflect the receipt of income originally anticipated in 1975-76, but received in latter June, 1975).

---The 1976-77 preliminary Short-Doyle allocation is used since the County is not only maximizing its allocation but exceeding it.

Improved Patient Collections $ 426,693

As a result of improved billing and collection systems for mental health services, in part, due to the addition of three patient service technicians in 1975-76 to improve patient intake procedures in terms of Medi-Cal eligibility determination, as well as higher rates, have all served to increase third party revenue from all sources. The 1976-77 estimates are largely based on the current year's actually projected experience.

A summary of the 1975-76 estimate, 1975-76 projection and 1976-77 estimates are outlined below:

	1975-76		1976-77	
	Estimate	Projection	Estimate	Increase
Patients/Insurance	$ 130,464	$ 164,093	$ 220,709	$ 90,245
Short-Doyle/Medi-Cal	1,812,311	1,880,993	2,044,106	231,795
Medicare	60,466	129,250	165,119	104,653
	$2,003,241	$2,174,366	$2,429,934	$ 426,693

HEALTH CARE SERVICES AGENCY

BUDGET UNIT SUMMARY REPORT

441 - Mental Health Services - North Region

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 0	$ 3,878,486	$ 3,752,432	$ 3,752,432	100.0
SERVICE & SUPPLIES	0	4,868,689	4,280,211	4,280,211	100.0
OTHER CHARGES	0	0	0	0	0
FIXED ASSETS	0	4,596	2,720	2,720	100.0
EXPENDITURE TRANS. & REIMBS.	0	0	0	0	0
TOTAL EXPENDITURES	$ 0	$ 8,751,771	$ 8,035,363	$ 8,035,363	100.0
REVENUE*	0	885,544	824,390	824,390	100.0
NET COUNTY COST	$ 0	$ 7,866,227	$ 7,210,973	$ 7,210,973	100.0
MAN-YEARS	0	225.13	223.13	213.13	100.0

*N.I.M.H. Federal Grant. All other revenue reported in #440 budget. (Mental Health Administration).

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Inpatient Days	**	14,000	14,000	14,000	100.0
Emergency Visits		8,000	8,000	8,000	100.0
Clinic Visits (Adults)		14,540	14,500	14,500	100.0
Clinic Visits (Children)		5,025	4,500	4,500	100.0
Rehabilitation Visits		13,800	13,800	13,800	100.0
Day Treatment Days		6,355	6,300	6,300	100.0

**Reported in District & Hospital budgets prior to the Reorganization.

DISCUSSION SUMMARY

The Mental Health Services - North Region budget was established in July of 1975 to reflect the Board approved reorganization of Mental Health Services. It was accomplished through transfer of mental health staff and operating expenses from the Central District, Eastern District, East Oakland Community Mental Health Center and Highland General Hospital budgets, as well as a portion of the previously centralized mental health administrative staff.

This budget also incorporates funds associated with all mental health service contracts, both those funded by Short-Doyle and the National Institute of Mental Health (N.I.M.H.), since virtually all the contractors are based in Oakland and Berkeley.

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. Transfer in of positions from the Central District budget (#416) to reflect the approved reorganization of Mental Health Services.	34.06	$ 622,651
2. Transfer in of positions from the Eastern District budget (#417) to reflect the approved reorganization of Mental Health Services.	31.54	583,471
3. Transfer in of positions from the East Oakland Community Mental Health Center budget (#457) to reflect the approved reorganization of Mental Health Services.	31.06	492,885
4. Transfer in of positions from the Highland General Hospital budget (#470) to reflect the approved reorganization of Mental Health Services.	103.78	1,769,777
5. Transfer in of positions from the Mental Health Administration budget (#440) to reflect the approved reorganization of Mental Health Services.	24.69	414,614
6. Staffing adjustments in the intern and resident staffing to reflect the anticipated program in 1976-77 and to partially offset the costs of the Physician V approved as the North Region Mental Health Director. The recommended changes are outlined as follows:		

	Man-Years	Amount
a) Residency Training Program		
Intern (-3.00) $ (-35,964)		
Resident II 3.00 43,488		
- 0 - $ 7,524		
(The 1976-77 program will consist of 3 Resident I's and 3 Resident II's)		
b) Mid-Year funding of North Region Mental Health Officer		
Intern (-1.00) $ (-11,988)		
Resident I (-1.00) (-13,572)		
(-2.00) $ (-25,560)		
(The Physician V is reflected as a $41,792 contract expense in the #3411 account)	(2.00)	$(18,036)
7. Increase in Salary Savings from 7.5% to 10.0% to reflect the current year's "artificially" high salary savings achieved through a general position freeze and to reflect the need to continue the freeze due to Mental Health's overall fiscal constraints.	0	(83,279)
8. Miscellaneous increases and decrease based on position reclassifications approved during the current year and employee benefit payment requirements reflecting rate changes and lower base salary amount recommended.	0	(29,651)
Sub-Total Salaries and Employee Benefits	223.13	$3,752,432
SERVICES AND SUPPLIES		
9. Transfer in of services and supplies appropriation from the Central District budget (#416) to reflect the approved reorganization.		205,349
10. Transfer in of services and supplies appropriation from the Eastern District budget (#417) to reflect the approved reorganization.		168,202

		Man-Years	Amount
11.	Transfer in of services and supplies appropriation from the East Oakland Community Mental Health Center budget (#457) to reflect the approved reorganization.		$ 686,044
12.	Transfer in of services and supplies appropriation from the Highland Hospital budget (#470) to reflect the approved reorganization.		261,929
13.	Transfer in of services and supplies appropriation from the Mental Health Administration budget (#440) to reflect the approved reorganization. (This amount includes the Short-Doyle contracts totaling $1,815,682)		2,515,151
14.	Adjustment in two Short-Doyle contracts approved during the current year to reflect the actual level of expenditure. City of Berkeley $ (50,224); Social Services Bureau 71,491		21,267
15.	Inclusion of a 4% contingency amount for Short-Doyle contract rate adjustments, paralleling the State's allocation of an "adjusted" 4% cost-of-living increase for support of local Short-Doyle programs. (4% more from base of $1,929,287)		77,172
16.	Inclusion of an 8% contingency amount for salaries and benefit adjustments (8% more from base of $3,752,432).		294,108
17.	Reduction in charges by Highland Hospital for the cost of support staff and services provided to North Region Mental Health Services from $855,637 to $744,229, based on a transfer of $36,080 to the Mental Health Administration budget (#440) and refinement of charges, particularly for dietary services.		(-111,408)
18.	Initial inclusion of malpractice insurance premium costs as a direct expense item instead of an "indirect" expense only reflected in the County's Insurance budget.		139,698

	Man-Years	Amount	
19. Decrease in pharmaceutical expenses from $94,300 to $69,000, based on projection of current usage and a refinement in the charging procedures.		$(25,300)	
20. Funding of a new Physician V contract (North Region Director) approved during the current year. (The cost was partially offset by a savings of an intern and resident salary totaling $25,560).		41,792	
21. Increases in various operating services and supplies accounts to reflect a projection of current cost and usage experience plus an expected inflationary impact.			
These include:			
Food (from $6,750 to $11,000)		$ 4,250	
Office Expense (from $24,900 to $34,000)		9,100	
Equipment Rental (from $10,150 to $20,000)		9,850	
Contract Ambulances (from $60,000 to $75,000)		15,000	
		38,200	
22. Miscellaneous increases and decreases in all other expense categories based on a projected of current usage and changing program requirements.		(31,993)	
Subtotal - Services & Supplies			$ 4,280,211
FIXED ASSETS			
23. Wheelchairs (3) and crash carts (2) for the psychiatric inpatient and emergency services.		2,720	
Note: $8,545 in Fixed Assets was transferred into the #441 budget from various other budgets during the current year; however, the 1976-77 recommended amount of $2,720 represents the "change."			
Subtotal - Fixed Assets			2,720
Total Expenditures			$ 8,035,363

REVENUE	Man-Years	Amount	
24. Transfer in of the N.I.M.H. staffing grant revenue from the East Oakland Community Mental Health Center budget (#457) to reflect the reorganization of Mental Health Services.		$ 885,034	
25. Reduction in the anticipated revenue from the N.I.M.H. staffing grants based primarily on a reduction in the federal support from 80% to 75% commencing in the next grant year, which begins on December 1, 1976 (Short-Doyle 90/100 funds provide the local 20%, soon to be 25%, match).		(-60,644)	
Total Revenue			824,390
Net County Cost*	223.13		$7,210,973

*Note: This figure is not truly reflective since only the N.I.M.H. federal staffing grant revenue is reported in this budget, whereas all other revenues accrue to the #440 budget. The overall Mental Health Summary will better clarify the County's actual net cost.

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Reorganization of Mental Health Services	225.13	$7,728,618

The Mental Health Services--North Region budget (#441) was established in July, 1975, to reflect the Board approved reorganization of Mental Health Services. It was accomplished through the transfer in of existing mental health staff and operating expenses from the Central District, Eastern District, East Oakland Community Mental Health Center and Highland Hospital budgets, as well as a portion of the previously centralized mental health administration staff.

Medical Staffing Adjustments	(2.00)	$ 23,756

An internal adjustment of this intern/resident staffing and the funding of a Physician V contract for the medical direction of North Region Mental Health Services reflect the current year's accomplishments and the expected 1976-77 psychiatric residency training program complement which will consist of three Resident Is and three Resident IIs.

The various changes incorporated in this recommended budget include:

Intern	(4.00)	$(47,952)
Resident I	(1.00)	(13,572)
Resident II	3.00	43,488
Physician V (contract)	-	41,792
	(2.00)	$ 23,756

Non-Position Related Salary and Benefit Decreases $(-119,221)

An increase in the salary savings factor from 7.5% to 10% to reflect the current year's "artificially" high experience and to assist in reducing expenditure levels to enable the County not to exceed its current year's overmatch, represents a decrease of $76,290. However, employee benefit costs, as well as the net effect of miscellaneous position reclassifications and reallocations total an additional decrease of $42,831.

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT
Inclusion of a Salary Adjustment Reserve		$ 294,108

In accordance with past budgeting practice, a salary adjustment reserve is included in the preliminary budget in order to identify more fully the 1976-77 expected expenditures. An 8% factor was applied to the recommended Salaries and Benefits appropriation of $3,752,432, which was computed to total $294,108.

Service Contract Cost Adjustment		$ 98,439

Recommended adjustments in two existing service contracts to reflect the current year's actually negotiated contract level totals an increase of $21,267. The City of Berkeley's contract was decreased by $50,224 from $262,749 to $212,525, since they will be able to recover Short-Doyle/Medi-Cal to offset this loss of net Short-Doyle dollars. The County's contracts with the Half-Way Houses, including the Social Services Bureau, Bonita House and Berkeley Place, as negotiated in 1975-76, represent an increase of $71,491 from $311,691 to $383,182.

In addition, the inclusion of a 4% cost of living adjustment for Short-Doyle contracts to parallel the State's "adjusted" cost of living allowance to Alameda County represents an additional expense of $77,172. The current year's "adjusted" Short-Doyle contract allowance totals $1,929,287. No cost of living adjustment is included for the N.I.M.H. contracts since the Federal Government specifically did not approve any.

Initial Inclusion of Malpractice Insurance Costs		$ 139,698

The initial inclusion of malpractice insurance premium costs in certain health care budgets represents an increase of $139,698 in this budget. This expense was formerly treated as an "indirect" cost.

HEALTH CARE SERVICES AGENCY
BUDGET UNIT SUMMARY REPORT
442 - Mental Health Services - South Region

FORM 104-B

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 0	$ 2,230,736	$ 2,298,802	$ 2,298,802	100.0
SERVICE & SUPPLIES	0	1,105,090	1,048,199	1,048,199	100.0
OTHER CHARGES	0	0	0	0	0
FIXED ASSETS	0	7,740	504	504	100.0
EXPENDITURE TRANS. & REIMBS.	0	0	0	0	0
TOTAL EXPENDITURES	$ 0	$ 3,343,566	3,347,505	$ 3,347,505	100.0
REVENUE *	0	87,838	87,420	87,420	100.0
NET COUNTY COST	$ 0	$ 3,255,738	$ 3,260,085	$ 3,260,085	100.0
MAN-YEARS	0	121.24	130.77	130.77	100.0

*ACTEB Federal Grant. All other revenue reported in #440 budget (Mental Health Admin.)

PERFORMANCE SUMMARY

Outpatient Activities (Individual & Group)	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Tri-Cities Center Visits	**	9,885	9,800	9,800	100.0
Valley Center Visits		6,287	6,100	6,100	100.0
Eden Center Visits		13,466	13,400	13,400	100.0
Fairmont Center Visits		7,404	7,400	7,400	100.0

**Reported in District and Hospital budgets prior to the Reorganization.

DISCUSSION SUMMARY

The Mental Health Services - South Region budget was established in July, 1975 to reflect the Board approved reorganization of Mental Health Services. It was accomplished through transfer of mental health staff and operating expenses from the Eden District, Washington District and Fairmont Hospital budgets, as well as a portion of the previously centralized mental health administrative staff.

The budget also incorporates funds associated with mental health service programs devoted to the County's criminal justice clientele. An expanded criminal justice screening and diagnosis program was approved during the current year, and although requested in the #238 budget (Medical Services- Detention Facilities), it is recommended for incorporation in this budget to better identify the County's full costs for mental health programs. Therefore, $194,125 of the recommended budget amount relates to this mid-year Board approved new program expansion.

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. Transfer in of position from the Eden District budget (#418) to reflect the approved reorganization of Mental Health Services.	53.09	$ 975,467
2. Transfer in of positions from the Washington District budget (#419) to reflect the approved reorganization of Mental Health Services.	33.53	613,759
3. Transfer in of the Fairmont Hospital budget (#471) to reflect the approved reorganization of Mental Health Services.	18.04	315,086
4. Transfer in of the Mental Health Administration budget (#440) to reflect the approved reorganization of Mental Health Services.	11.16	144,917
5. Funding of the additional staff approved for filling during the current year for the expanded criminal justice screening and evaluation unit.	8.53	146,055
6. Funding of the additional "project specialist" staff approved for filling during the current year for the 100% federally supported ACTEB pre-vocational training program, based on the grant's anticipated second year renewal.	5.00	73,164
7. Transfer of the funding of a half-time Administrative Services Assistant I to the Eden District budget (#418) to reflect the incumbent's actual area of assignment.	(0.50)	(8,058)
8. Funding of additional physician hours (1784) in Fairmont's psychiatric emergency service to provide basic coverage on the evening shift.	0.92	30,096

	Man-Years	Amount
9. Transfer of a Supervising Clerk II position from Eden District, which was erroneously omitted in the original transfer in July 1975 to reflect the incumbent's actual area of assignment.	1.00	$ 12,744
10. Increase in salary savings from 7.5% to 10.0% to reflect the current year's "artificially" high salary savings achieved through a general position freeze and to reflect the need to continue the freeze due to Mental Health's overall fiscal constraints.	0	(-74,804)
11. Miscellaneous increases based on reclassifications approved during the current year and higher employee benefit costs.	0	70,376
Sub-Total Salaries and Employee Benefits	130.77	$2,298,802
SERVICES AND SUPPLIES		
12. Transfer of services and supplies appropriation from the Eden District budget (#418) to reflect the approved reorganization.		383,498
13. Transfer in of services and supplies from the Washington District budget (#419) to reflect the approved reorganization.		194,870
14. Transfer in of services and supplies appropriation from the Fairmont Hospital budget (#471) to reflect the approved reorganization.		19,054
15. Transfer in of services and supplies from the Mental Health Administration budget (440) to reflect the approved reorganization.		58,853
16. Initial inclusion of expenses associated with the expanded criminal justice screening and evaluation program.		27,315
17. Initial inclusion of expenses associated with the federally funded ACTEB pre-vocational training program.		14,905

		Man-Years	Amount
18.	Inclusion of an 8% contingency amount for salaries and benefits adjustment (8% more from base of $2,298,802).		$ 183,904
19.	Increase in charges by Fairmont Hospital for support staff and services provided to South Region Mental Health Services from $88,000 to $112,353 based on a projection of current year's experience.		24,353
20.	Initial inclusion of malpractice insurance premium costs as a direct expense item instead of an "indirect" expense only reflected in the County's Insurance budget.		82,379
21.	Increase in pharmaceutical expenses from $63,774 to $84,600 based on a projection of current cost and usage experience and new program requirements.		20,826
22.	Increases in various operating services and supplies accounts to reflect a projection of current experience, as well as the needs of new and expanded programs. These include:		
	Food (from $800 to $4,000) $ 3,200		
	Office Supplies (from $15,530 to 18,800) 3,270		
	Communications (from $23,309 to $36,195) 12,886		
	Transportation (from $18,614 to 25,800) 7,186		
			26,542
23.	Miscellaneous increases and decrease in all other expense categories based on a projection of current usage and changing program requirements.		11,700
	Sub-Total Services & Supplies		1,048,199

	Man-Years	Amount	
FIXED ASSETS			
24. Bookcases (4) for the professional training library.		504	
Note: $9,928 in Fixed Assets was transferred into the #442 budget from various other budgets during the current year; however, the 1976-77 recommended amount of $504 represents the "change."			
Sub-Total Fixed Assets			$ 504
Total Expenditures			$3,347,505
REVENUE			
25. Initial inclusion of federal funds associated with the ACTEB grant, which offsets 100% the prevocational training program approved during the current year.			87,420
Net County Cost*	130.77		$ 3,260,085

*Note: This figure is not truly reflective since the ACTEB federal grant revenue is reported in this budget, whereas all other revenues accrue to the #440 budget. The overall Mental Health Summary will better clarify the County's actual net costs.

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Reorganization of Mental Health Services	115.82	$2,715,432

The Mental Health Services--South Region budget (#442) was established in July, 1975, to reflect the Board approved reorganization of Mental Health Services. It was accomplished through the transfer in of existing mental health staff and operating expenses from the Eden District, Washington District and Fairmont Hospital budgets, as well as portions of the previously centralized mental health administration staff.

Renewal of Pre-Vocational Training Program	5.00	0

During the current year, a grant of Federal funds through ACTEB was awarded the County to initiate a pre-vocational training program for appropriate discharged psychiatric inpatients. The program, which is 100% supported by these grant funds, is expected to be renewed for a second year at least at the same level. Accordingly, funds to support the five "project specialist" staff and associated expenses totaling $87,420, offset by an equal amount of revenue is recommended in 1976-77

Expanded Criminal Justice Screening and Evaluation Services	8.53	$ 194,125

The Board approved an expansion of the heretofore limited psychiatric screening and evaluation services for criminal justice clientle at full County expense during the current year. Changes in the law and pressure from the Sheriff and Courts, and the fact that the mental health needs of the criminal justice population, both prisoners and pre-trial individuals,had been underserved, largely influenced the approval actions on this program expansion. Although the program was initially requested in the Medical Services--Detention Family budget (#238), it is felt more appropriate to incorporate in this budget for better identification of the County's financial investment in mental health services.

Inclusion of a Salary Adjustment Reserve	$ 183,904

In accordance with past budgetary practices, a salary adjustment reserve is included in the preliminary budget in order to identify more fully the 1976-77 expected expenditures. An 8% factor was applied to the recommended salaries and benefits appropriation of $2,298,802, which was computed to total $183,904.

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT
Initial Inclusion of Malpractice Insurance Costs		$ 82,379

The initial inclusion of malpractice insurance premium costs in certain health care budgets represents an increase of $82,379 in this budget. This expense was formerly treated as an "indirect" cost.

Increased Operating Expenses	$ 47,368

Increased costs for various major operating expenses based on both a projection of current usage and changing program requirements, and anticipated inflation represent a composite increase of $47,368 as indicated below:

Pharmaceuticals (from $63,774 to $84,600)	$ 20,826
Food (from $800 to $4,000)	3,200
Office Supplies (from $15,530 to $18,800)	3,270
Communications (from $23,309 to $36,195)	12,886
Transportation (from $18,614 to $25,800)	7,186
	$ 47,368

HEALTH CARE SERVICES AGENCY

BUDGET UNIT SUMMARY REPORT

Alcohol and Drug Abuse Summary*

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 205,751	$ 1,553,969	$ 1,463,963	1,258,212	611.5
SERVICE & SUPPLIES	3,223,658	3,449,976	2,639,356	(584,302)	(18.1)
OTHER CHARGES					
FIXED ASSETS	0	1,958	685	685	100.0
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$3,429,409	$5,005,903	$4,104,004	$ 674,595	19.7
REVENUE	$2,577,402	$2,881,319	$2,925,944	$ 348,542	13.5
NET COUNTY COST	$ 852,007	$2,124,584	$1,178,060	$ 326,053	38.3
MAN-YEARS	10.00	100.69	95.67	85.67	856.7

*Includes the following:

#444 - Alcohol & Drug Abuse Services - Administration
#445 - Alcohol & Drug Abuse Services - North Region
#446 - Alcohol & Drug Abuse Services - South Region

The above summary accurately portrays the fiscal comparisons of the 1975-76 final budget, the 1976-77 Agency request and the 1976-77 recommended budget for all the County's alcohol and drug abuse services.

However, in order to recommend a composite budget for alcoholism and drug abuse services in 1976-77, which did not exceed the County's "actual" overmatch of $1,017,144 in property tax support, an adjustment of the 1975-76 allowance was required to provide realistic comparisons. This "adjustment", as well as the sources of funding supporting the allowed, requested and recommended budgets, are detailed in the attached tables.

SUMMARY

The 1975-76 "adjusted" final budget incorporates the following changes when compared to the Auditor-Controller's actual allowance:

	Actual	1975-76 Adjusted	Change
Appropriation	$3,429,409	$3,565,187	$ 135,778

The difference represents increased salary and benefit expenses for district and hospital employees, which were not reflected in final budget adjustments in increased chargebacks to the Central Alcohol & Drug Abuse budget. However, an adjuatment was made in August 1975 increasing the Alcohol and Drug Abuse budget by $135,778, to reflect the increased charges the Agency's district and hospital budgets would be effecting. An equal amount was estimated in offsetting credit income to the various district and hospital budgets. The 1976-77 budgeting structure will eliminate the need for this adjustment in the future, since all alcohol and drug abuse expenses will be "directly" incurred by alcohol and drug abuse budgets.

Malpractice Insurance Costs	$ 0	$ 86,742	$ 86,742

This $86,742 expenses was treated as an "indirect" cost item in 1975-76 and was entirely a property tax supported expense. In 1976-77, an amount of $141,521 is included in the recommended budget as a direct expense. Therefore, in order to provide a more realistic and equitable comparison of the County's current year's overmatch, as adjusted, with the 1976-77 recommended budget, this 1975-76 indirect cost item should be added to the adjusted 1975-76 budget base.

	Estimate	1975-76 Adjusted	Change
Revenue	$2,577,402	$2,479,339	$ (98,063)

The adjustment difference represents two factors:

. . . Reflection of the actual final State Short Doyle allocation for Drug Abuse Programs which was $230,206 rather than the $240,069 amount originally estimated.	$ (9,863)
. . . Elimination of the one-time Hughes Act supplementary allocations which supported a special alcoholism evaluation project.	$ (88,200)
	$ (98,063)

SUMMARY

It should also be noted that the 1976-77 revenue estimates exceed the amounts listed in the 1976-77 sources of funding allocation tables by $166,239. This represents income from certain drug abuse programs which were undertaken in 1975-76, but which are not anticipated in 1976-77. These include the CCCJ sponsored Employment for Ex-Addicts Project and the 1975-76 augmented N.I.D.A. supported contracts.

It should also be noted that the Alcohol and Drug Abuse Services "policy matter" write-ups are attached to the fiscal summary tables.

SUMMARY

ALAMEDA COUNTY
LOCAL ALCOHOLISM AND DRUG ABUSE SERVICES

	1975-76 "Adjusted" Final Budget	1976-77 Request	1976-77 Recommend	Increase/ Decrease
Appropriation	$3,651,929	$5,005,903	$4,104,004	$452,075
Sources of Funding				
State	1,980,309	1,579,654	1,920,730	(59,579)
Federal	470,330	842,185	768,391	298,061
Patient Collections	28,700	31,440	70,584	41,884
SUB-TOTAL	$2,479,339	$2,453,279	$2,759,705	$280,366
County				
Mandated Share	$ 265,066	$ 333,773	$ 327,155	$ 62,089
Supplemental Support	907,524	2,218,851	1,017,144	109,620
SUB-TOTAL	$1,172,590	$2,552,624	$1,344,299	$171,709
TOTAL COUNTY CONTRIBUTION	$1,172,590	$2,552,624	$1,344,299	$171,709
Percentage of Local Programs	32.11%	50.99%	32.76%	.65%

ALAMEDA COUNTY
LOCAL ALCOHOLISM SERVICES

	1975-76 "Adjusted Final Budget	1976-77 Request	1976-77 Recommend	Increase/ Decrease
Appropriation	$1,820,045	$2,449,237	$1,998,804	$ 178,759
Sources of Funding				
State (Short-Doyle)	$1,064,705	747,393	1,095,931	31,226
Federal (Hughes Act)	149,864	122,061	159,044	9,180
Federal (S.S.I.)	0	0	3,509	3,509
Medi-Cal	0	0	20,120	20,130
Medicare	0	11,439	13,200	13,200
Patients & Insurance	28,700	20,001	17,124	(11,576)
Sub-Total	$1,243,269	$ 900,894	$1,308,938	$ 65,669
County				
Mandated Share	118,300	118,300	121,770	3,470
Supplemental Support	458,476	1,430,043	568,096	109,620*
Sub-Total	$ 576,776	$1,548,343	$ 689,866	$ 113,090
Total	$1,820,045	$2,449,237	$1,998,804	$ 178,759
Analysis of County's Supplemental Support				
Maintenance- Regular Programs	306,542	910,709	306,542	-0-
Detoxification Program	151,934	151,934	151,934	-0-
Santa Rita Program	0	0	109,620	109,620*
Street Drinker Program	0	367,400	0	-0-
Total	$ 458,476	$1,430,043	$ 568,096	109,620
Total County Contribution				
Mandated Share	$ 118,300	118,300	121,770	
Supplemental Support	458,476	1,430,043	568,096	
Total	$ 576,776	$1,548,343	$ 689,866	$ 113,090
Percentage of Local Programs	31.69%	63.22%	34.51%	2.82%
Man-Years	63.69	68.69	69.08	5.39

444.4

*$163,170 is the full-year cost of this program, but $53,550 for food is already included in the Sheriff's Santa Rita budget (#236).

ALAMEDA COUNTY
LOCAL DRUG ABUSE SERVICES

	1975-76 "Adjusted" Final Budget	1976-77 Request	1976-77 Recommend	Increase/ Decrease
Appropriation	$1,831,884	$2,556,666	$2,105,200	$ 273,316
Sources of Funding				
State (Short-Doyle)	$ 230,206	230,206	239,414	9,208
State (714d)	685,398	602,055	585,385	(100,013)
Federal (N.I.M.H.)	52,920	0	0	(52,920)
Federal (N.I.D.A-#410)	267,546	453,698	409,205	141,659
Federal (N.I.D.A.-#409)	0	266,426	196,633	196,633
Medi-Cal	0	0	20,130	20,130
Sub-Total	$ 1,236,070	$1,552,385	$1,450,767	$ 214,697
County				
Mandated Share	146,766	215,473	205,385	58,619
Supplemental Support	449,048	788,808	449,048	-0-
Sub-Total	$ 595,814	$1,004,281	$ 654,433	$ 58,619
Total	$ 1,831,884	$2,556,666	$2,105,200	$ 273,316
Analysis of County's Supplemental Support				
Maintenance of Regular Programs	343,002	682,762	343,002	-0-
Drug Education Program	106,046	106,046	106,046	-0-
Total	$ 449,048	$ 788,808	$ 449,048	-0-
Total County Contribution				
Mandated Share	$ 146,766	$ 215,473	$ 205,385	$ 58,619
Supplemental Support	449,048	788,808	449,048	-0-
Total	$ 595,814	$1,004,281	$ 654,433	$ 58,619
Percentage of Local Programs	32.52%	39.28%	31.09%	(1.43)%
Man-Years	32.00	32.00	26.59	(5.41)

444.5

Budget Hearing

1976-77

[X] POLICY MATTER (Funds Included)

[ ] POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
444,445,446 - Alcohol & Drug Abuse Svcs.	Health Care Services Agency

TITLE	AMOUNT
Continuation of Supplementary Funding Support to Maintain Currently Operative Alcoholism Programs	$ 568,096

DESCRIPTION:

The recommended 1976-77 budget includes $568,096 in excess of the maximum funding support available from all sources, including the County's mandated share of costs to continue the currently operative alcoholism programs as indicated by the following:

1976-77 Recommended Appropriation		$1,998,804
1976-77 Sources of Funding		
State	$1,095,931	
Federal	162,553	
Patient Collections	50,454	
		1,308,938
County - Mandated Share		121,770
Subtotal		1,430,708
NET FUNDING DEFICIENCY		$ 568,096

This $568,096 net funding deficiency includes a $306,542 amount, which is the same as the County's overall 1975-76 supplementation of local alcoholism programs with property tax support in excess of its mandated share of costs.

In addition, two programs which have previously approved for 100% County funding support are also identified and presented as part of this policy matter. They include:

Alcoholism Detoxification Service	$ 151,934
Santa Rita Program for Public Inebriates	109,620*
	261,554

* The annual cost of this program will actually be $163,170, since $53,550 for food has already been incorporated into the 1976-77 Sheriff's Santa Rita budget (#236).

POLICY MATTER (cont'd)

The Board of Supervisors is requested to make a policy decision to either:

- Approve continued 100% County funding support to sustain currently operative program of $568,096
- Direct the County Administrator, Health Care Services Agency, Alcoholism Advisory Board and others to recommend program reductions totaling $568,096 to enable the County to live within its normal funding resources; or
- A combination of the above, totaling $568,096.

It should also be noted that the recommended budget of $1,998,804 does include an 8% contingency amount for salaried employees totaling $79,089.

Recommended service contract amounts incorporate various adjustments to reflect the anticipated funding allocations by the State and Federal Governments.

Budget Hearing

1976-77

[X] POLICY MATTER (Funds Included)

[ ] POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
444,445,446 - Alcohol & Drug Abuse Svcs.	Health Care Services Agency

TITLE	AMOUNT
Continuation of Supplementary Funding Support to Maintain Currently Operative Drug Abuse Programs	$ 449,048

DESCRIPTION:

The recommended 1976-77 budget includes $449,048 in excess of the maximum funding support available from all sources, including the County's mandated share of costs to continue the currently operative drug abuse programs as indicated by the following:

1976-77 Recommended Appropriation		$2,105,200
1976-77 Sources of Funding		
State	$824,799	
Federal	605,838	
Patient Collections	20,130	
		$1,450,767
County - Mandated Share		205,385
Subtotal		1,656,152
NET FUNDING DEFICIENCY		$ 449,048

The $449,048 net funding deficiency includes a $343,002 amount, which is the same as the County's overall 1975-76 supplementation of local drug abuse programs with property tax support in excess of its mandated share of costs.

In addition, the drug abuse education program which has previously been approved for 100% County funding support in the amount of $106,046 is also identified and presented as part of this policy matter.

The Board of Supervisors is requested to make a policy decision to either:

- Approve continued 100% County funding support to sustain currently operative programs of $449,048.
- Direct the County Administrator, Health Care Services Agency, Drug Abuse Advisory Board and others to recommend program reductions totaling $449,048 to enable the County to live within its normal funding resources; or
- A combination of the above, totaling $449,048.

POLICY MATTER(cont'd)

It should also be noted that the recommended budget of $2,105,200 does include an 8% contingency amount for salaried employees totaling $38,028. Recommended service contract amounts incorporate various adjustments to reflect the anticipated funding allocations by the State and Federal Governments.

HEALTH CARE SERVICES AGENCY

BUDGET UNIT SUMMARY REPORT

#444 - Alcohol and Drug Abuse Services - Administration

FORM 104-6

FINANCIAL SUMMARY

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
SALARIES & EMPLOYEE BENEFITS	$ 205,751	$ 384,882	$ 302,685	$ 96,934	47.1
SERVICE & SUPPLIES	3,223,658	2,842,458	2,064,324	(1,159,334)	(36.0)
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$3,429,409	$3,227,340	$2,367,009	$(1,062,400)	(31.0)
REVENUE *	2,577,402	2,881,319	2,925,944	348,542	13.5
NET COUNTY COST	$ 852,007	$ 346,021	$ (558,935)	$(1,410,942)	(65.6)
MAN-YEARS	10.00	18.19	15.19	5.19	51.9

*All revenue is reported in this budget, although expenditures are also made in other budgets

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
	NOT APPLICABLE (Patient Workload Data reported in North and South Region Budget.)				

DISCUSSION SUMMARY

The Alcohol and Drug Abuse Administration budget incorporates the offices of the Assistant Agency Director, Planning, Program Standards, and Administration, with service-wide direction and coordination responsibilities, as well as the centralized clerical coordination and support unit.

The recommended budget of $2,367,009 for Alcoholism and Drug Abuse Services incorporates many program changes which were approved and implemented during the current year. This budget plus the North and South Regional Alcohol and Drug Abuse budgets reflect the maximum program level which can be supported within the preliminary 1976-77 funding allocations including the County's mandated share of cost and the 1975-76 County's overmatch, as adjusted. (The latter is presented as policy matters.)

ALCOHOL AND DRUG

	1975-76 Allowed		Trans. In	1976-77 Base	1976-77 Recommend	Decrease/ Increase
SALARIES & BENEFITS	$ 205,751		$167,744	$ 373,495	$ 302,685	$(70,81
		#416	33,724			
		#418	71,647			
		#419	48,760			
		Benefits	13,613			
SERVICE AND SUPPLIES	3,223,658		49,288	3,272,946	2,064,324	(1,208,62
		#416	21,374			
		#418	27,914			
		#419	0			
FIXED ASSETS	0		0	0	0	(
GROSS	$3,429,409		$217,032	$3,646,441	$2,367,009	$(1,279,43
MAN-YEARS	10.00		7.19	17.19	15.19	(2.00
		#416	1.00			
		#418	4.19			
		#419	2.00			

SUMMARY OF CHANGES

	MAN-YEARS	AMOUNT	
SALARIES AND EMPLOYEE BENEFITS			
1. Transfer in of positions from the Eden District (#418) to reflect the approved reorganization of Alcohol and Drug Abuse Services.	4.19	$ 71,647	
2. Transfer in of a position from the Central District (#416) to reflect the approved reorganization of Alcohol and Drug Abuse Services.	1.00	33,724	
3. Transfer in of positions from the Washington District (#419) to reflect the approved reorganization of Alcohol and Drug Abuse Services.	2.00	48,760	
4. Elimination of positions originally transferred from the district budgets but now felt surplus to the reorganized services' needs. These include:	(1.00)	(24,380)	
Staff Nurse II (half-time) $ 7,518 Physician II (half-time) $16,862			
5. Conversion of full-time Physician III to a contract basis of reimbursement (more than offset by increase of $42,711 in Services and Supplies).	(1.00)	(37,140)	
6. Increase in salary saving amount from $19,330 to $28,596 based on the additional personnel. Salary saving remains at 10.00%		(9,266)	
7. Miscellaneous increases based on employee benefit rate changes, and position reclassifications already accomplished.		13,589	
Sub-Total	5.19		$96,934

	MAN-YEARS	AMOUNT
SERVICES AND SUPPLIES		
8. Transfer in of Services and Supply appropriations from the Central District budget (#416) to reflect the approved reorganization.		$ 21,374
9. Transfer in of Services and Supply appropriations from Eden District budget (#418) to reflect the approved reorganization.		27,914
10. Inclusion of an 8% contingency amount for anticipated salary and benefit adjustments (8% more computed from a base of $302,685).		24,214
11. Inclusion of a partial lump sum amount for the Santa Rita Program for Public Inebriates approved during the current year for full County Funding. $163,170 is the full year cost, but $53,550 for food is already included in the Sheriff's budget (#236). (This amount will be distributed to the proper budgets and accounts in the final budget.)		109,620
12. Initial inclusion of malpractice insurance premium costs as a direct expense item instead of an "indirect" expense.		141,521
13. Increase in Agency finance charges from $60,669 to $94,147 based on current usage and cost experience.		33,478
14. Initial inclusion of charges by Fairmont Hospital for support services provided to the administrative staff, (housekeeping, utilities, and security).		9,353
15. Elimination of "charge-backs" for direct costs from district and hospital budgets since these costs will be directly incurred by the Alcohol and Drug Abuse budget in 1976-77.		(1,712,212)
16. Increase in Drug Abuse contract expenses from $1,075,344 to $1,270,496 based largely on the anticipated continuation of the higher grant allocations from the National Institute of Drug Abuse approved during the current year.		195,152

	MAN-YEARS	AMOUNT	
SERVICES AND SUPPLIES (cont'd)			
17. Decrease in alcoholism contract expenses from $280,165 to $224,912 based on decrease in funding support anticipated.		$(55,253)	
18. Funding of a contract Physician III in lieu of a salaried one since the incumbent elected to convert during the current year. (15% supplement was added to salary as is the policy with individual contract physicians.)		42,711	
19. Miscellaneous increases and decreases in all other expense categories based on a projection of current usage and changing program requirements.		2,794	
Sub-Total			$(1,159,334)
Total Expenditures			$(1,062,400)
REVENUE			
20. Increase in State revenue from $315,332 to $685,745, based largely on new and expanded grant allocations from the National Institute of Drug Abuse (N.I.D.A.) (#409, #410) approved during the current year.		$370,413	
21. Decrease in Federal Hughes Act revenue from $243,179 to $159,044 based on the termination of the one year alcoholism evaluations grant in December, 1975.		(84,135)	
22. Increase in third party patient collections based on a projection of current experience with improved billing systems and higher rates. These revenue increases or decreases by category include the following:		41,884	
Health Fees/Services		$(11,576)	
Medi-Cal		40,260	
Medicare		13,200	

	MAN-YEARS	AMOUNT	
REVENUE (cont'd)			
23. Miscellaneous increases and decreases in all other accounts based on a projection of the current year's experience.		$ 20,380	
Sub-Total			$ 348,542
NET COUNTY COST*			$(1,410,942

*All Alcohol and Drug Abuse Services revenue is reported in this budget, although expenses are incurred in the North and South Regional budgets (#445 and #446). A more valid comparison of expenditure, revenue and net Countycosts are contained in the Alcohol and Drug Abuse Services Fiscal Summary.

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Reorganization of Alcohol and Drug Abuse Services	7.19	$(1,508,793)

The 1975-76 budget for Alcohol and Drug Abuse Services was fragmented throughout district and hospital budgets, as well as a central Alcohol and Drug Abuse Administration budget. In December 1975, a major administrative reorganization of the Alcohol and Drug Abuse Services was approved. In 1976-77, Alcohol and Drug Abuse positions, funds, services, and supplies will be transferred from district and hospital budgets to the newly established Alcohol and Drug Abuse budgets.

The major changes in this budget include the following:

Transfer in of positions, funds, and appropriated operating expenses from Central, Eden, and Washington Districts.	7.19	$ 203,419
Elimination of funds to reimburse district and hospital budgets for direct Alcohol and Drug Abuse costs incurred by the latter since these costs will become direct rather than indirect expenses to the regional Alcohol and Drug Abuse budgets.		$(1,712,212)

Initial Inclusion of a new Santa Rita Program for Public Inebriates	$ 109,620

A new Santa Rita Program for Public Inebriates was approved during the current year in response to Oakland's street drinker problems. Annual costs will total $163,170; however, $53,550 for food is already included in the Sheriff's budget (#236). This program consists of a 75-bed alcohol treatment unit, with counseling services appropriate for individuals sentenced for violating Penal Code Section 647(f). This lump sum amount will be distributed to appropriate operating accounts in the final budget.

Initial Inclusion of Malpractice Insurance Premium Costs	$ 141,521

Commencing in 1976-77, malpractice insurance costs will be a direct cost to certain health care budgets, rather than an "indirect" cost and paid by the Insurance budget. This cost is offset by credits to the Insurance budget.

Increase N.I.D.A. Revenue	$ (370,403)

An increase of $370,403 in anticipated revenue is based on:

A projection of current income experience based on the anticipated continuance of the NIDA (#409 and #410) grant programs - $370,403.

BUDGET HIGHLIGHTS (cont'd)

ACTIVITY	MAN-YEARS	AMOUNT
Increase in Agency Finance Charges		$33,478

Agency finance charges increased from $60,669 to $94,147 based on current year's cost and usage experience.

HEALTH CARE SERVICES AGENCY

BUDGET UNIT SUMMARY REPORT

#445 - Alcohol and Drug Abuse - North

FORM 104-B

FINANCIAL SUMMARY

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
SALARIES & EMPLOYEE BENEFITS	0	$451,246	$473,158	$473,158	100.0
SERVICE & SUPPLIES	0	218,715	207,328	207,328	100.0
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	0	$669,961	$680,486	$680,486	100.0
REVENUE *					
NET COUNTY COST	0	$669,961	$680,486	$680,486	100.0
MAN-YEARS		31.0	32.0	32.0	100.0

*All revenue reported in #444 budget (Alcohol and Drug Administration)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Detoxification Service Admissions	0	2,400	2,400	2,400	100.0
Pre-trial Eval. & Referrals	0	520	520	520	100.0
*Alcoholism Clinic Visits	5,200	694	690	(4,510)	(86.7)
New Hope Saloon - Clients screened and referred	1,800	1,800	1,800	0	0

*The 75-76 performance reported in hours as unit of services, and 76-77 performance reported as individuals served.

DISCUSSION SUMMARY

The Alcohol and Drug Abuse Services - North Region was administratively established in December of 1975 to reflect the Board approved reorganization of Alcohol and Drug Abuse Services. It was accomplished through the transfer of Alcohol and Drug Abuse staff and operating expenses from the Central District, Eden District, Washington District and Highland General Hospital budgets.

The Alcohol and Drug Abuse program consist of the following services:

...Highland Alcohol Detox Unit - a 20-bed social model detoxification program designed to be responsive to the needs of the criminal justice system.

...Preliminary Evaluation and Referral Unit - a new concept designed to provide centralized diagnostic intake and evaluation services in alcohol abuse for the County's Pre-Trial Services Division.

DISCUSSION SUMMARY (contd)

...Alcohol Outpatient and Community Services- provide counseling and therapy to alcoholics and their families.

...Public Inebriate Program - encompasses New Hope Saloon and Revenue Sharing contracts in the Street Drinker program directed at care for the public inebriate.

...Alcohol and Drug Abuse Contract Services - involve monitoring and coordinating responsibilities for alcohol and drug abuse outreach centers.

ALCOHOL AND DRUG ABUSE - NORTH

	1975-76 Allowed		Trans. In	1976-77 Base	1976-77 Recommend	Increase/ Decrease
SALARIES AND EMPLOYEE BENEFITS	0		$515,380	$515,380	$473,158	$(42,222)
		#416	259,392)			
		#418	20,490)	BENEFITS		
		#419	9,114)	$83,284		
		#470	143,100			
SERVICE AND SUPPLIES	0		$128,221	$128,221	$207,328	$ 79,107
		#416	33,140			
		#418	0			
		#419	0			
		#470	95,081			
FIXED ASSETS	0		0	0	0	0
		#416				
		#418				
		#419				
		#470				
GROSS	0		$643,601	$643,601	$680,486	$ 36,885
MAN-YEARS	0		32.00	32.00	32.00	0
		#416	18.00			
		#418	1.50			
		#419	.50			
		#470	12.00			

SUMMARY OF CHANGES

	MAN-YEARS	AMOUNT	
SALARIES AND EMPLOYEE BENEFITS			
1. Transfer in of positions from the Central District budget (#416) to reflect the approved reorganization of Alcohol and Drug Abuse Services.	18.00	$260,868	
2. Transfer in of positions from the Eden District budget (#418) to reflect the approved reorganization of Alcohol and Drug Abuse Services.	1.50	20,490	
3. Transfer in funded Pharmacist positions from the Washington District budget (#419) in order to partially fund the Program Administrator II and reflect the approved reorganization of Alcohol and Drug Abuse Services.	.50	9,114	
4. Transfer in of positions from the Highland General Hospital budget (#470) to reflect the approved reorganization of Alcohol and Drug Abuse Services.	12.00	143,100	
5. Initial inclusion of a 10% Salary Savings factor to reflect the need to continue the general position freeze based on Alcohol and Drug Abuse's overall fiscal constraints.	0	(43,698)	
6. Transfer in of employee benefit appropriations from district and hospital budgets to reflect the approved reorganization.		83,284	
Sub-Total	32.00		$473,158
SERVICES AND SUPPLIES			
7. Transfer in of services and supply appropriations from the Central District budget (#416) to reflect the approved reorganization.		$ 33,140	
8. Transfer in of services and supply appropriations from the Highland General Hospital budget (#470) to reflect the approved reorganization.		95,081	

Services and Supplies (cont'd)	MAN-YEARS	AMOUNT	
9. Inclusion of an 8% contingency amount for salaries and benefit adjustments (8% more computed from a base of $473,158)		$ 37,853	
10. Increase in charges by Highland Hospital for the cost of support staff and services provided to North Region Alcohol and Drug Abuse Services from $85,831 to $125,255, based primarily on the increase in dietary service, costs and usage.		39,424	
11. Miscellaneous increases in all other services and supplies accounts to reflect a projection of current cost plus the impact of inflation.		1,830	
Sub-Total			$207,328
Total Expenditure and Net County Cost*			$680,486

*Note: This figure is not truly reflective since no revenue is reported in this budget. All revenues are reported in the Alcohol and Drug Abuse Administrative budget. The overall Alcohol and Drug Abuse Fiscal Summary will better clarify the County's actual net costs.

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Reorganization of Alcohol and Drug Abuse Services	32.00	$561,793

The Alcohol and Drug Abuse Services--North Region (#445) was administratively established in December 1975, to reflect the Board approved reorganization of Alcohol and Drug Abuse Services. It was accomplished through the transfer in of existing Alcohol and Drug Abuse staff and operating expenses from the Central District, Eden District, Washington District, and Highland Hospital budgets.

Non-Position Related Salary and Benefit Increases $ 39,586

An initial inclusion of a 10% salary savings to assist in reducing expenditure levels to enable the County not to exceed its current year's overmatch represents a decrease of $43,698. Employee benefit costs, as well as the net effect of miscellaneous position reclassifications total an increase of $83,294. Most of the latter can be considered a transfer from district and hospital budgets.

Inclusion of a Salary Adjustment Reserve $ 37,853

In accordance with past budgeting practice, a salary adjustment reserve is included in the preliminary budget in order to identify more fully the 1976-77 anticipated program costs. An 8% factor was applied to the recommended Salaries and Benefits appropriation of $473,158 which was computed to total $37,853.

Increase Charges by Highland Hospital $ 39,424

An increase in charges by Highland Hospital from $85,831 to $125,255 for the cost of support staff and services provided to the North Region Alcohol and Drug Abuse Services is based primarily on the increase in dietary service costs and usage. This increase is offset by a comparable increase in the hospital's credit income.

BUDGET UNIT SUMMARY REPORT

HEALTH CARE SERVICES AGENCY

446 - Alcohol & Drug Abuse - South

FORM 104-6

FINANCIAL SUMMARY

DESCRIPTION	1975-76 BOARD ALLOWED	1976-77 DEPARTMENT REQUEST	1976-77 CAO RECOMMEND	1976-77 INCREASE (DECREASE)	%
SALARIES & EMPLOYEE BENEFITS	$ 0	$ 717,841	$ 688,120	$ 688,120	100.0
SERVICE & SUPPLIES	0	388,803	367,704	367,704	100.0
OTHER CHARGES					
FIXED ASSETS	0	1,958	685	685	100.0
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$ 0	$1,108,602	$1,056,509	$1,056,509	100.0
REVENUE *					
NET COUNTY COST	$ 0	$1,108,602	$1,056,509	$1,056,509	100.0
MAN-YEARS	0	51.50	48.48	48.48	100.0

*All revenue reported in #444 budget (Alcohol & Drug Admin.)

PERFORMANCE SUMMARY

	1975-76 DEPARTMENT PROJECTION	1976-77 DEPARTMENT ESTIMATE	1976-77 CAO ESTIMATE	1976-77 INCREASE (DECREASE)	%
Alcohol Clinic Caseload	(Reported in District and Hospital Budgets in 1975-76)	654	650	350	Not Applicable
Alcohol Detox.-Screening		2,400	2,400	2,400	
Methodone Clinic Caseload		150	150	0	
Alcohol Residential Days		14,760	14,760	14,760	

DISCUSSION SUMMARY

The Alcohol & Drug Abuse Services - South Region was administratively established in December of 1975 to reflect the Board approved reorganization of Alcohol & Drug Abuse Services. It was accomplished through the transfer in of Alcohol & Drug Abuse staff and operating expenses from the Eastern District, Eden District, and Fairmont Hospital budgets.

The Alcohol & Drug Abuse Services perform the following functions:

...Methadone Maintenance Services are provided to hard core heroin addicts in out-patient clinics.

...Fairmont Alcoholism Rehabilitation Center - a detoxification unit, a recovery home unit, and an after-care unit designed to provide continuity of treatment services to discharged clients.

...Alcohol Outpatient and Community Services provide counseling and therapy to alcoholics and their families.

...Alcohol and Drug Abuse Contract Services - involve monitoring and coordinating responsibilities for alcohol and drug abuse outreach centers.

446 - ALCOHOL & DRUG ABUSE - SOUTH

	1975-76 Allowed		Transfers-In	1976-77 Base	1976-77 Recommend	Increase/ Decrease
Salaries & Benefits	0		$ 774,376	$ 774,376	$ 688,120	$(86,256)
		#417	122,610			
		#418	338,050			
		#419	0			
		#471	203,136			
		*	110,580			
Services & Supplies	0		248,228	248,228	367,704	119,476
		#417	38,944			
		#418	51,935			
		#419	3,171			
		#471	154,178			
Fixed Assets	0		0	0	685	685
		#417	0			
		#418	0			
		#419	0			
		#471	0			
Gross	0		1,022604	1,022,604	1,056,509	33,905
Man-Years	0		46.50	46.50	48.48	1.98
		#417	8.5			
		#418	20.0			
		#419	0			
		#471	18.0			

* Benefits

SUMMARY OF CHANGES

SALARIES & EMPLOYEE BENEFITS	Man-Years	Amount
1. Transfer in of funded positions from the Eastern District budget (#417) to reflect the approved reorganization of Alcohol & Drug Abuse Services.	8.50	$122,610
2. Transfer in of funded positions from the Eden District budget (#418) to reflect the approved reorganization of Alcohol & Drug Abuse Svcs.	20.00	338,050
3. Transfer in of funded positions from the Fairmont Hospital budget (#471) to reflect the approved reorganization of Alcohol & Drug Abuse Services.	18.00	203,136
4. Elimination of nursing and therapist positions originally transferred from Eastern and Eden District methadone maintenance budgets based not only on the reduced State funding support anticipated in 1976-77 for drug abuse but also the fact that they were felt surplus to the reorganized services' needs. These include:	(3.00)	(45,828)
Public Health Nurse $17,232 Psychiatric Social Worker II 17,220 Addiction Counselor 11,376		
5. Additional Alcohol Abuse Aide Trainees recommended to provide improved coverage to all South County Alcoholism services and reduce current overtime usage of the existing limited staff (Sufficient State funding support available).	4.98	23,205
6. Initial inclusion of a 10% salary savings factor to reflect the need to continue the general position freeze based on Alcohol & Drug Abuse's overall fiscal constraints.		(64,133)

SALARIES & EMPL. BENEFITS (Contd.)	Man-Years	Amount	
7. Initial inclusion of minimum overtime appropriation based on the demonstrated needs of the 24-hour alcohol treatment programs facilities.		$ 500	
8. Transfer of employee benefits costs from district and hospital budgets associated with the positions transferred in and discussed earlier.		110,580	
Sub-total	48.48		$ 688,120
SERVICES & SUPPLIES			
9. Transfer in of services and supplies appropriations from the Eden District budget (#418) to reflect the approved reorganization.		51,935	
10. Transfer in of services and supplies appropriations from the Washington District budget (#419) to reflect the approved reorganization.		3,171	
11. Transfers in of services and supplies appropriations from the Eastern District budget (#417) to reflect the approved reorganization.		38,944	
12. Transfer in of services and supplies appropriations from the Fairmont Hospital budget (#471) to reflect the approved reorganization.		154,178	
13. Inclusion of an 8% contingency amount for salaries and benefits adjustments (8% more computed on a based of $688,120).		55,050	
14. Increase in charges by Fairmont Hospital for the cost of support staff and services provided to South Region Alcohol & Drug Abuse Services from $97,703 to $152,729 based primarily on the increase in dietary services requirements and costs.		55,026	

SERVICES & SUPPLIES (Contd.)	Amount	
15. Miscellaneous increases in all other services and supplies accounts to reflect a projection of current cost and usage experience as well as the anticipated impact of inflation.	$ 9,400	
Sub-total		$ 367,704
FIXED ASSETS		
16. Equipment required for existing staff for the storage of confidential patient records.	685	
Total Fixed Assets Recommended		685
Total Expenditures & Net County Cost*		$1,056,509

*Note: This figure is not truly reflective since no revenue is reported in this budget. All revenues are reported in the Alcohol & Drug Abuse Administration budget (#444). The overall Alcohol & Drug Abuse summary will better clarify the County's actual net cost.

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Reorganization of Alcohol & Drug Abuse Services	46.50	$912,024

The Alcohol & Drug Abuse Services - South Region budget (#446) was administratively established in December 1975, to reflect the Board approved reorganization of Alcohol & Drug Abuse Services. It was accomplished through the transfer in of existing Alcohol & Drug Abuse staff and operating expenses from the Eastern District, Eden District, Washington District, and Fairmont Hospital budgets.

Non-Position Related Salary and Benefit Increases — 46,447

An initial inclusion of a 10% salary savings in this new budget to assist in reducing expenditure levels to enable the County not to exceed its current year's overmatch represents a decrease of $64,133. Employee benefits costs, as well as the net effect of miscellaneous position reclassifications, total an "increase" of $110,580. The latter cost was essentially transferred from other budgets to reflect the reorganization.

Inclusion of a Salary Adjustment Reserve — 55,050

In accordance with past budgeting practice, a salary adjustment reserve is included in the preliminary budget in order to identify more fully the 1976-77 expected expenditures. An 8% factor was applied to the recommended Salaries and Benefits appropriation of $688,120 which was computed to total $55,050.

Increased Charges by Fairmont Hospital — 55,026

Increase in charges by Fairmont Hospital from $97,703 to $152,729 for the cost of support staff and services provided to the South Region Alcohol & Drug Abuse Services is based primarily on the increase in dietary services costs and usage. This increase is offset by increased credits to the hospital's budget.

Personnel Reductions in Methadone Maintenance Clinics — (3.00) — (45,828)

Certain budgeted positions are recommended for deletion as surplus to the reorganized services' needs, and to assist in reducing unnecessary expenditures to enable the County not to exceed its current year's overmatch. These positions consist of a Public Health Nurse, Psychiatric Social Worker II, and an Addiction Counselor. In addition, the Program Evaluation indicated the County operated methadone maintenance clinics had higher costs than the contract services.

BUDGET HIGHLIGHTS (Contd.)

ACTIVITY	MAN-YEARS	AMOUNT
Additional Personnel for Alcoholism Services	4.98	$ 23,205

Additional part-time Alcohol Abuse Aide Trainees are recommended to provide improved staff coverage, transportation, and phone duties, and co-lead therapy groups at the Alcohol Detoxification facilities. These positions will provide a better overall staff coverage for all South County Alcoholism services based on the Fairmont Hospital campus (Fairhome, Detoxification and Clinic), as well as reduce overtime usage. Sufficient State funding support is available to offset most of this added expense.

HEALTH CARE SERVICES AGENCY
BUDGET UNIT SUMMARY REPORT
457 - East Oakland Community Mental Health Center

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 492,885	$ 0	$ 0	$ (492,885)	(100.0)
SERVICE & SUPPLIES	686,044	0	0	(686,044)	(100.0)
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.	-293,895	0	0	-(293,895)	(100.0)
TOTAL EXPENDITURES	$ 885,034	$ 0	$ 0	$ (885,034)	(100.0)
REVENUE	885,034	0	0	(885,034)	(100.0)
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	0
MAN-YEARS	31.06	0	0	(31.06)	(100.0)

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Not Applicable Workload previously presented in Eastern District, and in 1976-77 in incorporated in the Mental Health Svcs. - North Region Budget (#441)					

DISCUSSION SUMMARY

This budget used to reflect the expenditures and revenue associated with the National Institute of Mental Health (N.I.M.H.) federal staffing grant. On July 15, 1975, in accord with the approved administrative and budgetary reorganization of Mental Health Services, all funds were transferred to the then newly-established Mental Health Services - North Region budget (#441). Therefore no funds are recommended in 1976-77 for budget #457 which is in effect phased out.

SUMMARY OF CHANGES

	Man-Years	Amount	
SALARIES AND EMPLOYEE BENEFITS			
1. Transfer out of all positions to the Mental Health Services - North Region budget (#441) to reflect the approved reorganization of Mental Health Services.	(31.06)	$(492,885)	
SERVICES AND SUPPLIES			
2. Transfer out of all services and supplies funds to reflect the approved reorganization of Mental Health Services.	-	(686,044)	
CREDITS			
3. Transfer out of all credit income to reflect the approved reorganization of Mental Health Services.		-(293,895)	
Total Expenditures			$(885,034)
REVENUE			
4. Transfer out of all revenue to reflect the approved reorganization of Mental Health Services.			(885,034)
Net County Cost			$ -0-

NOTE: This budget reflected only the N.I.M.H. grant reimburseable expenses. The County's 20% local match was in "Short-Doyle" dollars which were formerly carried in the Mental Health Administration Budget (#440).

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Restructuring of Mental Health Service Budgets	31.06	$ - 0 -

In July 1975, as a result of the earlier approval of a reorganization of the County's mental health services, all budgetary expenses associated with direct services provided in the northern part of the County were transferred to the then newly established Mental Health Services - North Region budget (#441). Accordingly, this budget (#457) was in effect phased out, and all staff operating expenses and revenue were transferred to the #441 budget.

BUDGET UNIT SUMMARY REPORT
HEALTH CARE SERVICES AGENCY

FORM 104-6

470 - HIGHLAND GENERAL HOSPITAL

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$15,800,760	$15,045,403	$14,377,619	$ (1,423,141)	(9.0)
SERVICE & SUPPLIES	7,403,243	8,640,632	8,616,460	1,213,217	16.4
OTHER CHARGES					
FIXED ASSETS	158,447	506,838	298,653	140,206	88.5
EXPENDITURE TRANS. & REIMBS.	-3,266,705	-1,913,389	-1,820,339	-(1,446,366)	(44.3)
TOTAL EXPENDITURES	$20,095,745	$22,279,484	$21,472,393	$ 1,376,648	6.8
REVENUE	10,936,099	12,165,019	12,801,818	1,865,719	17.1
NET COUNTY COST	$ 9,159,646	$10,114,465	$ 8,670,575	$ (489,071)	(5.3)
MAN-YEARS	1,086.70	1,024.08	984.83	(101.87)	(9.4)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Average Daily Census*					
Medical/Surgical	142.1	145.6	151.1	9.0	6.3
Newborn	4.3	5.3	5.3	1.0	23.3
	146.4	150.9	156.4	10.0	6.8
Clinic Visits	87,969	90,000	90,000	2,031	2.3
Emergency/Drop In Visits	60,666	62,000	62,000	1,334	2.2

*Psychiatric Patient Statistics reported in Mental Health Service budgets

DISCUSSION SUMMARY

Highland General Hospital provides both acute and intensive medical and surgical care, as well as a newborn nursery. Outpatient clinic and emergency services are also provided as part of the hospital's overall medical care program.

The hospital's inpatient census experienced a slight increase of 4.5 patients or 3.1% during the current year but is expected to increase an additional 5.5 patients in 1976-77 as a result of the planned consolidation of the prisoners' inpatient care unit at Highland (4 patients) which accounts for the decrease at Fairmont Hospital, plus an additional 1.5 average psychiatric prisoner inpatients, which will be held here overnight prior to being sent to Napa State Hospital.

The outpatient workload is expected to increase slightly over the current year's experience, a pattern which has been historical.

SUMMARY OF CHANGES

SALARIES & BENEFITS	Man-Years	Amount
1. Transfer out of positions to the Mental Health Services - North Region budget (#441) to reflect the approved re-organization of Mental Health Services.	(103.78)	$(1,511,608)
2. Transfer out of positions assigned to the hospital based Social Model Detoxification Svc. to the Alcohol and Drug Abuse Services - North Region budget (#445) to reflect the approved reorganization of Substance Abuse Services.	(12.00)	(143,100)
3. Elimination of the former Northern Regional Director's office position and staff based on the Agency's reorganization.		
a. Positions eliminated totally include:		
Asst. Agency Director (Six Months' funding)	(0.50)	$(19,812)
Secretary II	(1.00)	(12,324)
Sub-total	(1.50)	$(32,136)
b. Positions transferred to other Agency budgets (Administration & Public Health) pending determination of needs of the planned reorganization of the Agency's Administration Service, include:		
Admin. Svcs. Officer II	(1.00)	$(21,624)
Health Svcs. Rep. III	(1.00)	(16,284)
Admin. Svcs. Asst I (half time)	(0.50)	(8,058)
Sub-total	(2.50)	$(45,966)
TOTAL	(4.00)	(78,102)

SALARIES & BENEFITS (Contd.)	Man-Years	Amount
4. Funding of a Staff Nurse II and Medical Clerk approved for filling during the current year to handle the increased patient utilization reporting requirements to insure continued reimbursement from Medi-Cal.	2.00	$ 25,320
5. Funding various nursing positions at currently filled classifications since the approved phasing in of additional Staff Nurses as Nursing Assistant positions became vacant through attrition up to a maximum of 20 has been extremely slow. (Positions were budgeted at the Staff Nurse level but filled at the Nursing Assistant level). This change will more accurately reflect need to eliminate unnecessary unfunded positions and simplify position control.	0	(47,592)
6. Five additional Staff Nurse II's (one post position) to accommodate both an overall increase of 10 inpatients (6.8%) as well as the more intensive nursing care needs of the increasing number of sub-intensive care patients being treated. (Currently, there are 124 bedside nursing positions in the medical/surgical wards. The 5 additional positions recommended represent an increase of 4%.)	5.00	75,180
7. Full-year funding of the 1975-76 approved changes relating to the Student X-Ray Technician Trng. Program which terminated 8-31-75. 10 students were budgeted for two months each (20 pay units). They were replaced by 5 technicians, which were budgeted for ten months each effective 9-1-76.		

SALARIES & BENEFITS (Contd.)	Man-Years	Amount
7. Contd.		
The net impact of these recommended adjustments is:		
Students (1.67) $(3,000)		
Technician .83 12,060		
	(0.84)	$ 9,060
8. Adjustments in the Clinical Laboratory Technologist Trainee Program to better accommodate the increased workload being experienced.		
The net impact of these recommended adjustments is:		
Trainees (2.00) $(12,816)		
Technologist 1.00 15,660		
	(1.00)	2,844
9. Funding of Interns and Residents which rotate to other hospitals, for which the County is reimbursed. This method of payment is simpler than having the other hospitals directly pay the individuals because of varying salary and benefit levels. This change reflects the current year's situation.		
These positions include:		
Interns 2.00 $23,976		
Resident II 3.00 43,488		
Resident III 0.50 7,704		
Resident V 1.00 17,748		
Resident VI 1.00 18,816		
	7.50	111,732

It should be noted that revenue is increased by $138,000 (Account #6301-Professional Fees) to compensate the County for the salary and benefit costs of these interns and residents.

SALARIES & BENEFITS (Contd.)	Man-Years	Amount
10. Reduction in the number of Interns based on the known number available to the hospital in 1976-77. This reduction is partially offset by the need to hire an additional contract Physician III in Surgery at $40,972 to provide continued basic coverage.	(4.00)	$ (47,952)
11. Miscellaneous conversions of salaried full-time and hourly physicians to contract status. These include:		
Physician II	(1.00)	$(33,720)
Physician (hourly pediatrics)	(1.29)	(52,999)
Physician (hourly radiologist)	(0.53)	(24,596)
This reduction is offset by increased contractual physician services in Account #3441 as follows:		
Physician III (1/2)		$ 22,575
Physician II (2)		74,360
Physician Svc. Contract		18,000
		114,935
	(2.82)	(111,315)
12. Miscellaneous additional positions recommended on the basis of increased workload. They include:		
EKG Technician	1.00	$ 10,380
Clerk II (X-Ray)	1.00	9,384
Clerk II (Nursing Adm.)	1.00	9,384
X-Ray Technician	1.00	14,472
Billing Tech. III	1.00	11,676
Dentist (hourly)	0.53	18,761
	5.53	74,057
12a. Additional positions recommended to improve coverage of critical patient care service areas. These include:		
Medical Clerks (Intensive Care)	3.00	30,352
Staff Nurse II (Post Anesthesia Recovery)	2.00	30,072
Laboratory Technologist (Gastroenterology)	1.00	15,600
	6.00	76,024

SALARIES & BENEFITS (Contd.)	Man-Years	Amount	
13. Miscellaneous position adjustments including position reclassification and reallocations approved during the current year and proposed for 76-77 to better meet the hospital's program needs. The reduction in hourly physician budgeting from $23.65 to $21.13 per hour to reflect the actual payment rate represents $30,240 of the decrease.	0.54	$ (54,966)	
14. Decrease in the Salary Savings factor from 6% to 3.95% based on a projection of current usage with an increasingly low employee turnover rate.	0	318,719	
15. Decrease in differential payment from $137,080 to $118,400. $8,060 of the decrease is based on a projection of current year's usage; and an additional $10,800 is based on the anticipated reduction in the Dietetic Intern compensation in 1976-77.	0	(18,680)	
16. Net increase in overtime from $198,700 to $209,700 based on a projection of current cost and usage experience which represents an increase of $25,000 less a $14,000 amount transferred to Mental Health Services - North Region (#441).	0	11,000	
17. Net decrease in all employee benefits. Anticipated employee benefit costs for the recommended staff is increased by $130,347 but this is more than offset by the transfer of a $244,169 amount to Mental Health Services - North Region (#441)	0	(113,822)	
Sub-Total	(101.87)		$(1,423,141)

SERVICES & SUPPLIES		Amount
18.	Transfer of various service and supply appropriations to Mental Health Services-North Region (#441) to reflect the reorganization of Mental Health Services.	$ (261,929)
19.	Initial inclusion of malpractice insurance premium costs, which were formerly an "indirect" expense to the hospital budget and a direct expense to the Insurance budget.	989,991
20.	Elimination of Agency finance charges as a direct expense item. This "indirect" cost will be built into the patient care rates as an A-87 overhead cost.	(684,738)
21.	Funding of various physician contracts in lieu of salaried physicians to reflect the current and anticipated medical staffing configuration. These include:	
	Physician III (half-time) $22,575 Physician II (2) 74,360 Physician Service Contract for Pediatric Coverage 18,000	114,935
	Note: This added cost is largely offset by reduced salary costs as outlined in Item #11, above.)	
22.	Substantial increase in medical and pharmaceutical supply expenses, based on a projection of current cost and usage experience plus an anticipated 10% inflation factor, as indicated below:	

SERVICES & SUPPLIES (Contd.)		Amount
Medical Supplies (Increased from $1,081,500 to $1,342,150) 1974-75 actual was $1,183,471	$260,650	
Pharmaceutical Supplies (Increased from $518,400 to $717,000) 1974-75 actual was $521,999	198,600	
Subtotal		$ 459,250

23. Increase in charges by other County departments for support services provided to the hospital, based on both current-year cost and usage experience, as well as anticipated need in 1976-77. These increases are offset by comparable increased credit or revenue income to the service department. These include:

a.	Fairmont Laundry and Hospital (increased from $220,676 to $306,888)	$86,212	
b.	Bldg. Maintenance for utilities (increased from $280,500 to $347,381)	66,881	
c.	Sheriff for security (increased from $226,848 to $258,765)	31,917	
d.	Central Collections (increased from $238,122 to $260,650)	22,528	
e.	Data Processing (increased from $209,743* to $317,715)	107,972	315,510

*After transfer of $52,851 to Mental Health Services during the year, which is part of the reduction outlined in #18 above.

SALARIES & BENEFITS (Contd.)

24.	Increase in various major office, housekeeping and dietary supply accounts based on a projection of current cost and usage experience, as well as an anticipated 10% inflation factor. These include:			
	a. Clothing Supplies (increased from $28,900 to $39,300)	$10,400		
	b. Household Expense (increased from $123,600 to $171,000)	47,400		
	c. Food Supplies (increased from $266,800 to $325,100)	58,300		
	d. Office and Reprographic Expenses (increased from $125,900 to $146,100)	20,200		
			$ 136,300	
25.	Initial inclusion of an expense for use of a contract nursing registry for securing per diem staff nurses for emergency patient care coverage on short notice based on the current year's usage and demonstrated need to provide emergency coverage backup and to handle fluctuating patient census. Amount is based on 800 shifts @ $75 or $60,000.		60,000	
26.	Increased cost of equipment maintenance from $69,630 to $109,300 based on a projection of current cost and usage experience plus a 15% inflation factor.		39,670	
27.	Net impact of miscellaneous increases and decreases recommended in all other categories of expense based on a projection of current experience, inflationary impact and changing program requirements.		44,228	
	Sub-Total			$ 1,213,217

FIXED ASSETS		Amount
28. Inauguration of needed replacement program for major X-ray equipment. Items recommended include:		
a. 600 MA unit (surgery)	$73,000	
b. 100 MA portable unit (emergency)	23,430	$ 96,430
29. Second of two installment payments for major equipment purchases approved during the current year. Items include:		
a. Monitoring System (intensive care)	16,248	
b. Replacement dietary carts (14)	14,486	
c. Replacement shelving (medical records)	14,258	
		44,992
30. Miscellaneous additional and replacement surgery equipment recommended to better meet the hospital's patient care needs.		16,603
31. Miscellaneous additional and replacement laboratory equipment recommended to better meet the hospital's patient care needs.		10,973
32. Miscellaneous additional and replacement equipment recommended for the clinic and emergency services.		29,118
33. Continuation of the unspecified lump sum amount for equipment purchases associated with the Medical Research and Education Program.		59,150

FIXED ASSETS (Contd.)	Amount	
34. Miscellaneous additional and replacement equipment for all other services to better meet the hospital's patient care and administrative needs.	$ 41,387	
Fixed Assets Recommended	298,653	
Less Current Year's Allowance	(158,447)	
Total Fixed Assets		$ 140,206
Total Gross Budget		(69,718)

CREDITS

35. Substantial decrease in charges to Mental Health Services based on the administrative and budgetary reorganization of that service. (Certain indirect charges will still be made by the hospital for housekeeping, dietary and other services provided.	-(1,651,930)
36. Substantial decrease in charges to Alcohol & Drug Abuse from $229,950 to $125,255 based on the reorganization of that service. (Certain indirect charges will still be made by the hospital for housekeeping, dietary and other services provided.	-(104,695)
37. Substantial increase in charges to the Medical Services - Detention Facility budget (#238) for inpatient and outpatient care to prisoners and juvenile detainees from $198,190 to $629,000. Increased workload and costs are partially contributory, but the planned consolidation of inpatient prisoner care at Highland in 1976-77 will greatly increase this credit income. (85% of the charges will be credited to Highland whereas Fairmont's credit income has been correspondingly reduced.	-430,810

CREDITS (Contd.)	Amount	
38. Increase in charges to Fairmont Hospital from $65,871 to $129,691 based largely on the initiation of charges for laboratory services performed for Fairmont, which are currently performed but not charged.	$ -63,820	
39. Net impact of miscellaneous increases and decreases recommended in all other categories of credit income based on current experience and changing program requirements.	-(184,371)	
Sub-Total		$ 1,446,366
Total Net Budget		$ 1,376,648

REVENUE

40. Increase in patient collections from all sources based on a projection of the favorable current income experience, and reflecting the fact that the current year's estimates were somewhat conservative.		
a. Patients and Insurance (increased from $1,375,000 to $1,827,800)	$452,800	
b. Medi-Cal (increased from $7,031,199 to $7,836,603)	805,404	
c. Medicare (increased from $2,400,000 to $2,833,600)	433,600	
Sub-Total	1,691,804	
41. Inclusion of professional fees to be received from other hospitals to offset the County's salary costs of 7-1/2 interns and residents on the County's payroll but assigned to other hospitals. (This offsets the cost of the additional 7-1/2 intern and resident positions recommended in Item #9 above.	138,000	
42. Increased income anticipated from the sale of meals based on a projection of current usage and higher prices to be charged.	24,700	

REVENUE (Contd.)	Amount	
43. Miscellaneous increases and decreases in all other accounts based on current income experience.	$ 11,215	
Sub-Total		$ 1,865,719
NET COUNTY COST		$ (489,071)

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Reorganization of Mental Health Services	(103.78)	$(380,326)

Positions and operating expenses associated with the operation of the psychiatric inpatient and emergency services were transferred to the new Mental Health Services - North Region budget (#441) to reflect the approved reorganization of Mental Health Services. The funding impact is outlined below:

Salaries and Benefits	$(1,769,777)
Services and Supplies	(261,929)
Fixed Assets	(550)
Gross	(2,032,256)
Credits	-1,651,930
Net	$ (380,326)

Other Agency Reorganization Changes	(16.00)	(221,202)

Other internal Agency reorganizations approved and implemented during the current year resulted in the following salary decreases:

Social Model Detoxification Service staff transferred to Alcohol & Drug Abuse - North Region budget (#445)	(12.00)	(143,100)
North Regional Director's Office was abolished		
a. Positions transferred to Administration (#400) and Public Health (#401) budgets	(2.50)	(45,966)
b. Positions abolished as surplus to the reorganized Agency needs	(1.50)	(32,136)
	(16.00)	(221,202)

BUDGET HIGHLIGHTS (Contd.)

ACTIVITY	MAN-YEARS	AMOUNT
Bedside Nursing Staffing Adjustments	5.00	$ 87,588

The hospital's inpatient census is projected to increase by 6.8% (from 146.4 to 156.4) in 1976-77 on the basis of current experience and known changes. In addition, an increasing proportion of sub-intensive care patients are being treated requiring more nursing care. These findings were contained in the C.A.S.H. (Commission on Administrative Services for Hospitals) study results. As a result of these factors and to reflect more accurately the current nursing staffing configuration, and more extensive usage of per diem registry nurses for emergency coverage, the following changes are recommended:

--- Additional Staff Nurses	5.00	75,180
--- Funding various nursing positions at current level (approved conversion of nursing assistants to staff nurses has been slow)	0	(47,592)
--- Initial inclusion of contract per diem staff nurses for emergency shift coverage to reflect current usage and need	0	60,000
	5.00	87,588
Funding of Interns and Residents Rotating to Other Hospitals	7.50	(26,268)

Funding of seven and one-half interns and residents at a cost of $111,732 (without benefits) is recommended to reflect the current method of budgeting. These positions, which are paid by the County are rotated to other hospitals. The hospitals in turn have been and will reimburse the County. $138,000 in additional revenue is estimated in 1976-77 to offset this expense.

Additional Positions to Accommodate Workload Increases	5.00	55,296

Additional clerical and technician positions are recommended in various hospital services based on increased workloads, which have been experienced during the current year and are projected in 1976-77.

BUDGET HIGHLIGHTS (Contd.)

ACTIVITY	MAN-YEARS	AMOUNT
These services impacted include:		
X-Ray	2.00	$ 23,856
Billing	1.00	11,676
Nursing (Payroll)	1.00	9,384
EKG	1.00	10,380
	5.00	55,296

Decreased Salary Savings 351,580

A substantial decrease in salary savings from a factor of 6% to 3.7% is recommended based on the hospital's current year's projected expenditure experience, which continues to reflect low employee turnover. The current year's amount was $800,846 whereas the 1976-77 recommended amount is only $449,266.

Malpractice Insurance Costs 989,991

Malpractice insurance premium costs will become a direct expense to the hospital budget in 1976-77, whereas previously they were considered as "indirect" expense to the hospital budget but a direct expense to the Insurance budget.

Elimination of Agency Finance Charges (684,738)

In 1976-77, charges by the Agency's Finance Division for accounting, billing and collection services, since this cost will no longer be treated as a direct expense item but rather an indirect A-87 cost and built into the patient care rates.

Increased Supply Costs 595,550

A substantial overall increase in the hospital's major supply costs is based on both a projection of current expenditure experience plus a 10% cost and usage inflation factor. The current year's appropriations were seriously underfunded, since the substantial inflationary impact on food, medical, pharmaceutical and office supply costs which materialized during the current year were not adequately reflected in the hospital's appropriation. In many cases, the 1975-76 allowance was less than the 1974-75 expenditure experience.

BUDGET HIGHLIGHTS (Contd.)

ACTIVITY	MAN-YEARS	AMOUNT

The following increased appropriations are included in the overall total of $595,550:

Medical Supplies	$260,650
Pharmaceutical Supplies	198,600
Clothing	10,400
Household Expense	47,400
Office Expense	20,200
Food Supplies	58,300
	$595,550

Increased Service Charges by Other County Departments — $ 315,510

Increased charges are anticipated for various administrative support services provided by other County departments and Agency divisions based on both a projection of current expenditure experience, and anticipated increases due to inflation and certain changing program requirements.

The following increased appropriations, which are offset by credits in the service performing department, are recommended and included in the overall total of $315,510 as follows:

Fairmont Laundry & Hospital	$ 86,212
Bldg. Maintenance (Utilities)	66,881
Sheriff (security)	31,917
Central Collections	22,528
Data Processing	107,972
	$315,510

Increased Equipment Purchase Needs — 140,206

An increase in the level of the hospital's equipment purchases is recommended. Major x-ray units are in need of replacement, at a cost of $96,430, an amount which almost approximates the hospital's current regular budget for equipment of $99,297 (exclusive of the $59,150 amount associated with the Medical Research and Education Program).

BUDGET HIGHLIGHTS (Contd.)

ACTIVITY	MAN-YEARS	AMOUNT

The recommended amount of $295,150 for equipment was derived as follows:

Current Year's Allowance for regular purchases	$ 99,297
Plus need for major x-ray equipment replacement	96,430
Current year's allowance for Medical Research and Education Program	59,150
	$254,877
Plus increase for inflation and accelerated replacement needs (approximately 15%)	43,776
	$298,653

Increased Patient Collections $1,691,804

The hospital's patient collections are expected to increase overall from $10,806,199 to $12,478,900, an increase of $1,672,701 or 15.5%. This favorable trend is based on a projection of current income experience with improved billing and collection systems and higher rates.

The estimated increases by major category are as follows:

Patients and Insurance	$ 452,800
Medi-Cal	805,404
Medicare	433,600
	$1,691,804

Improved Patient Care Coverage 6.00 $ 80,027

Certain improvements in staff coverage of certain critical patient care areas are recommended to better meet the needs of the increasing number of more acutely ill patients being treated. These improvements include the following:

Medical Clerks (3) $30,352

Based on need to provide post position clerical coverage on the

BUDGET HIGHLIGHTS (Cont'd)

evening shift at each of the two intensive care units. Currently clerical coverage is only provided on the day shift, whereas all other ward areas are staffed for both day and evening shifts.

Staff Nurses (2) $30,072

Based on need to improve staffing for the post anesthesia recovery room from 7:00 p.m. to 12:30 a.m. weekdays and from 9:00 a.m. to 5:30 p.m. on Saturdays. This extension of staffing coverage will improve patient care, reduce the County's potential liability risks, and be more consistent with coverage provided in other local acute community hospitals.

Gastroenterology Laboratory $19,103

Based on the need to provide the hospital's laboratory with gastroenterology capabilities, currently lacking. The recommended investment of $3,503 in equipment, and one position of Clerical Laboratory Technologist II at $15,600 will provide this capability. This added cost will be offset by a comparable increase in patient care revenue.

BUDGET UNIT SUMMARY REPORT

471 - Fairmont Hospital

FORM 104-6

FINANCIAL SUMMARY

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
SALARIES & EMPLOYEE BENEFITS	$ 9,494,560	$ 9,876,033	$ 9,281,312	(213,248)	(2.3)
SERVICE & SUPPLIES	3,591,906	4,166,131	4,137,151	545,245	15.2
OTHER CHARGES					
FIXED ASSETS	65,006	187,808	140,859	75,853	116.7
EXPENDITURE TRANS. & REIMBS.	-1,164,866	-976,362	-736,825	-(428,041)	(36.8)
TOTAL EXPENDITURES	11,986,606	13,253,610	12,822,497	835,891	6.8
REVENUE	-5,907,412	-7,449,791	-6,753,450	-846,038	14.3
NET COUNTY COST	6,079,194	5,803,819	6,069,047	(10,147)	(0.2)
MAN-YEARS	678.57	679.61	647.12	(31.45)	(4.6)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
AVERAGE DAILY CENSUS	215	207	207	(8)	(3.7)
PATIENT DAYS	78,475	75,555	75,555	2,920	(3.7)
ADMISSIONS	4,136	3,832	3,792	344	(8.3)
CLINIC VISITS	50,000	72,261	60,000	10,000	20.0

DISCUSSION SUMMARY

Fairmont Hospital provides short-term and long-term inpatient medical care. The hospital maintains a 24-hour emergency treatment facility as well as two outpatient clinics; one on the Fairmont campus and the other in the City of Hayward.

SUMMARY OF CHANGES

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS		
1. Deletion and transfer of Alcohol/Drug Abuse positions based on recent budget reorganization.	(18.0)	$(240,338)
2. Mid-year transfer of Mental Health positions due to budget unit reorganization.	(18.04)	(315,086)
3. Additional clerical support as follows:	3.5	35,412
- Nursing Administration to assume nursing payroll function due to workload increase imposed by hospital disclosure requirements and the bi-weekly payroll.	1.0	$10,284
- Hospital Administration to provide clerical support for an Asst. Hospital Administrator and the Director of General Services.	1.0	10,944
- Hayward Community Health Center based on increased patient load from 600 patients per month in 1974 to nearly 2,000 per month in 1975.	1.5	14,184

	Man-Years	Amount
SALARIES AND EMPLOYEE BENEFITS (Cont.)		
4. Transfer of Director, Southern Region, and staff to Agency Administration. (#400)	(3.0)	$(77,112)
5. Additional physician coverage as follows:	.59	23,354
- 175 hours to provide relief in the clinic.	.09	$ 3,698
- 176 hours to provide back-up for dental service.	.10	3,175
- 780 hours for respiratory care consultant.	.40	16,481
6. Full funding for two positions with half-time funding based on the additional funding being largely offset by a decrease in Dietetic Intern compensation of $14,400 in 1976-77.	1.0	16,128
7. Additional half-time pharmacy position which is offset by a $3,600 decrease in pharmaceuticals.	.5	5,634
8. Transfer of 1 position from GSA to provide janitorial service for increased space utilization at Fairmont.	1.0	9,564
9. Two additional positions to support the clinical lab upgrade; partially offset by the deletion of a half-time staff nurse.	1.5	24,302
10. Salary adjustments as follows:	(.5)	(8,012)
- Mid-year reclassifications.		$6,076
- Physician hourly rate adjustment.		(8,418)
- Error in salary sheets.	(.5)	(5,670)

		Man-Years	Amount	
SALARIES AND EMPLOYEE BENEFITS (Cont.)				
11.	Differential, overtime, and employee benefit adjustments as follows:		$102,400	
	- Overtime decrease due to transfer of mental health. $(3,000)			
	- Employee benefit increases based primarily on increased contribution rates in retirement and FICA and decreased salary savings level. 82,400			
	- Increase in differentials due to current year experience in shift differential. 23,000			
12.	A decrease in salary savings from 5.75% and $465,690 to 3.25% and $255,184, based on extremely low turnover which is being experienced in the current fiscal year.		210,506	
	Subtotal - Sal. & Emp. Bft.	(31.45)		$(213,248)

		Man-Years	Amount
SERVICES AND SUPPLIES			
13.	Initiation of charges for medical malpractice insurance formerly budgeted in Public Liability Insurance, budget unit 173.		$414,070
14.	Upgrade of clinical lab services primarily associated with the enhancement of emergency medical care:		86,437
	- Initiation of lab technician call-back and a contract for a part-time pathologist consultant.	$ 22,866	
	- Outside lab services from $15,000 to $51,562.	36,562	
	- Increased lab supply costs associated with equipment and staff upgrade.	27,009	
15.	Increased reimbursement for services provided by other County agencies and departments to Fairmont Hospital:		100,524
	- Highland Hospital-- .reimbursement for intern and resident coverage from $65,871 to $72,459.	$ 6,588	
	.initiation of clinical lab service charges--services previously received but not charged.	56,876	
	- Public Health lab charge increase, based on current experience from $3,270 in the current year to $28,120 in the next fiscal year.	24,850	
	- Sheriff's Dept. security charge increase from $82,177 to $94,387 based on current salary levels and staffing.	12,210	
		471.4	

		Man-Years	Amount
SERVICES AND SUPPLIES (Cont.)			
16.	Impact of inflation upon major operating accounts:		$179,036
	- Office Expense from $47,375 to $61,140.	$13,765	
	- Medical Supplies from $142,905 to $196,210.	53,305	
	- Food from $280,126 to $290,806.	10,680	
	- Miscellaneous operational accounts.	58,523	
	- Utilities from $182,000 to $220,675.	38,675	
	- Transportation from $16,883 to $20,971.	4,088	
17.	Increase in charges for Data Processing based on current year production costs, of which $18,030 is terminal cost previously budgeted in Rents & Leases.		80,921
18.	Costs for two 1976-77 studies which are expected to have a significant impact on hospital staffing:		50,000
	- Nursing study to determine appropriate workload standards and staffing ratios.	$15,000	
	- A janitorial systems study to determine the most effective and economical staffing pattern.	35,000	
19.	Increased radiology costs including technician call-back and the initiation of special exams.		10,427
20.	Minor increases recommended in services and supplies.		1,230

	Man-Years	Amount
SERVICES AND SUPPLIES (Cont.)		
21. Decreased reimbursement for services provided to Fairmont by other County agencies:		$(304,687)
- Deletion of charges for central agency accounting.	$(277,852)	
- Decrease in central collections charges based on a recent time study from $106,601 to $79,766.	(26,835)	
22. Decreases in operational accounts:		(72,713)
- Rents and leases of equipment from $50,974 to $32,944 based on transfer of DP terminals.	$(18,030)	
- Special departmental expense memberships, maintenance of equipment and laundry services based upon a transfer of substance abuse, mental health, and South Region administration.	(5,680)	
- Communications decrease based on current year experience.	(4,122)	
- Purchase of services decrease based on deletion of JCAH expense which occurs bi-annually and the deletion of non-emergent patient transfers which have been transferred to transportation.	(5,600)	
- Transfer of Mental Health and Alcohol/Drug Programs.	(39,281)	
Subtotal - Services & Supplies		$545,245

		Man-Years	Amount	
FIXED ASSETS				
23.	Initiation of 12-year capital equipment replacement plan.		$ 65,000	
24.	Clinical laboratory equipment upgrade.		48,706	
25.	Current year level of additional and new equipment with an additional price increase factor of 10%.		27,153	
	Subtotal - Fixed Assets		$140,859	
	Less current year allowed		-65,006	
	Total Fixed Assets			$ 75,853
EXPENDITURE TRANSFERS				
26.	Decrease in reimbursement for services rendered due to the transfer of mental health and substance abuse programs:			$-(428,041)
	- Mental Health Transfers.		$(266,608)	
	- Alcohol/Drug Abuse Transfers.		(214,267)	
	- Increased charges to Detention facilities, Probation, and Social Services.		52,834	
	Total Expenditures			$835,891

		Man-Years	Amount	
REVENUE				
27.	Substantial increases in the following revenue accounts:		$811,288	
	- Patients and insurance from $680,000 to $972,000 based on current experience.	$292,000		
	- Increased Medi-Cal collections from $3,101,162 to $3,506,700 based on experience.	452,688		
	- Increased Medicare collections from $2,000,000 to $2,066,600 based on experience.	66,600		
26.	Increased charges for services provided to other agencies.		$ 21,800	
27.	Increase in sale of meals and insurance proceeds.		12,950	
	Subtotal - Revenue			$846,038
	Net County Cost			$(10,147)

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Reorganization of Agency	(39.04)	$(243,705)

Positions for Substance Abuse, Mental Health, and South Region Administration are being transferred to other budget units to reflect a recent agency reorganization. Eighteen Substance Abuse positions are being transferred to South Region Substance Abuse for a total reduction of $240,338; eighteen Mental Health positions are being transferred to South Region Mental Health representing a reduction of $315,086; three positions at a reduction of $77,000 are being transferred to Agency Administration from South Region Administration. Services and supplies will decrease $39,281 as a result of the transfers. The position transfer reductions are partially offset by a $428,000 reduction in hospital reimbursement for services provided to the transferred programs.

Additional Positions and Salary Adjustments	4.59	$170,100

Additional clerical support is recommended for nursing payroll, Hayward Health Center, and Hospital Administration based on workload precipitated by hospital disclosure and the bi-weekly payroll, increased patient clinic visits, and the Assistant Hospital Administrator authorized cost-year for Ambulatory care, respectively. The cost of the additional clerical support is $36,000. Physician coverage will be augmented by 1,100 hours at a cost of $23,500 to provide for respiratory care consultation and relief for clinic and dental services. Differentials will increase by $23,000 based on current year payment of shift differentials. A half-time pharmacy technician, at a cost of $5,600, is recommended but will be offset by a $3,600 savings in pharmaceuticals. Retirement and FICA contributions will increase by $82,000 based on rate adjustments.

Existing Position Augmentation and Transfers	2.0	$25,500

Two half-time positions will be budgeted full-time. A dietetic position and a medical social worker position will be augmented. This increased costs of these positions will be offset by a reduction of dietetic intern compensation and increased charges to Mental Health for the services of the social worker. One position is being transferred from GSA to provide janitorial services for recently opened office space on the Fairmont campus.

BUDGET HIGHLIGHTS
(Continued)

ACTIVITY	MAN-YEARS	AMOUNT

Decreased Salary Savings $211,000

Salary savings will decrease from 5.75 percent and $465,690 budgeted in the current year to 3.25 percent and $254,501. This substantial decrease in savings is based on current year information which indicates extremely low turnover experience.

Malpractice Insurance $414,000

Medical malpractice insurance will be budgeted in each of the user departments for the first time. This cost was previously budgeted in Public Liability Insurance, but is being transferred to more accurately reflect the true operating costs of those budget units which require malpractice insurance.

Increased Reimbursement for Services $181,000

Fairmont Hospital receives services from a variety of County agencies and departments. Charges for these services are increasing to reflect actual anticipated costs in 1976-77. These increases are as follows: $81,000 in data processing services from $107,000 to $188,000; $57,000 in Highland Hospital clinical lab charges from $0 to $57,000; $6,500 in Highland intern and resident coverage from $65,900 to $72,400; and $24,850 in public health lab charges from $3,270 to $28,120.

Upgrade of Existing Clinical Lab 1.5 $112,295

Fairmont Hospital emergency services were upgraded in the 1974-75 fiscal year through a contract for physicians to provide 24-hour coverage. This contract replaced interns and residents with fully licensed physicians. The contract physicians required more extensive lab analyses which resulted in a 77 percent increase in the number of lab tests conducted from 9,500 in 1974 to a projected 17,000 in the current fiscal year. Outside services were initiated in the latter portion of 1975 to accomodate both the increased volume and changed nature of lab tests. Costs rose from a 1974-75 level of $48,000 to a current year projection of $108,000. As an alternative to costly outside contracts for lab services, it is recommended that the existing clinical lab be upgraded to handle the increased demand. The recommended upgrade includes 2 additional positions partially offset by the deletion of a half-time nursing position resulting in a net salary and benefit increase of $24,302. Services and supplies will increase by $86,437, $23,000 for lab technician callback, $36,000 for specialized tests, and $27,000 for additional lab materials. Equipment to furnish upgraded lab will cost $48,000 and includes additional technical items which will allow for a broader range of tests. These increases are partially offset by a $47,150 increase in revenue which is expected to result from the enhanced lab capability.

BUDGET HIGHLIGHTS
(Continued)

ACTIVITY	MAN-YEARS	AMOUNT

Inflationary Impact $142,000

Inflation will have a significant impact on a number of operating accounts. Office expense will increase $13,765 from $47,375 to $61,140; medical supplies will increase 38 percent or $53,305 from $142,905 to $196,210; food will increase $10,680 from $280,126 to $290,806; utilities will increase $38,675 from $182,000 to $220,675; and a $58,523 increase is noted in a number of other accounts. The inflationary impact is partially offset by a $33,432 decrease in other operating accounts based on current year usage patterns.

Decreased Reimbursement for Services $(304,687)

Accounting and finance charges will be eliminated at a reduction of $277,852. In addition, central collection charges will decrease by $26,835 based on a recent time study.

Staffing and Workload Studies $50,000

A nursing study is recommended at a cost of $15,000. A janitorial study is recommended at an initial cost of $35,000. Both studies are expected to result in comprehensive workload standards and staffing patterns. Currently objective data on which to base staffing levels is outdated or inadequate.

Implementation of Capital Equipment Replacement Plan $27,000

A twelve-year capital replacement program is recommended with a first year cost of $27,000 greater than the amount budgeted in the current fiscal year for fixed assets. This program is necessary to insure that old and worn equipment is replaced on a timely schedule.

Revenue Increases ($798,888)

Revenue collections are up in nearly every category. Patient fees and insurance will increase $292,000 from $680,000 to $972,000; Medi-Cal is up $405,538 from $3,101,162 to $3,506,700; and Medicare will increase $66,600 from $2,000,000 to $2,066,600. Revenue for services provided to IGS funds and for the sale of meals is up $34,750.

dget Hearing

1976-77

☐ POLICY MATTER (Funds Included)

☒ POINT OF ISSUE (Funds Not Included)

DGET UNIT NO. & TITLE	DEPARTMENT
471 - Fairmont Hospital	Health Care Services Agency

LE	AMOUNT
Ambulatory Services - Fairmount Outreach Team	$110,065

SCRIPTION:

The Ambulatory Outreach Program would provide primary care services at various community locations. The Outreach effort would be based at Fairmont Hospital and would send an Outreach medical team to locations in San Leandro, Hayward, Livermore and Newark. The County Administrator recommends against this program for the following reasons:

EXISTING SERVICES - Fairmont Hospital currently operates a general clinical service with extended hours on the Fairmont campus. In addition, Fairmont Hospital operates the Hayward Health Clinic and maintains 24-hour emergency services. These services are intended to meet the community need which Fairmont Hospital describes as the basis for the Ambulatory Outreach Program.

MAJOR NEW PROGRAM - This program represents a major new County effort which requires the approval of the Board of Supervisors before implementation. This service, if approved, would have County-wide implications as to the delivery of primary care services. This new program should be evaluated in relation to health services which are now provided by Fairmont Hospital and the various health districts throughout the County.

MAJOR COST - The implementation of this program would require a substantial increase in net County cost. No Federal or State grant support of this effort is envisioned. A summary of costs is as follows:

Salaries and Employee Benefits	$147,083
Services and Supplies	6,766
Fixed Assets	4,216
Total	$158,065
Revenue	48,000
Net County Cost	$110,065
Man-Years	7.5

HEALTH CARE SERVICES AGENCY

BUDGET UNIT SUMMARY REPORT

#472 - Emergency Medical Services

FORM 104-6

FINANCIAL SUMMARY

DESCRIPTION	1975-76 BOARD ALLOWED	1976-77 DEPARTMENT REQUEST	1976-77 CAO RECOMMEND	1976-77 INCREASE (DECREASE)	1976-77 %
SALARIES & EMPLOYEE BENEFITS	$122,314	$ 128,430	$128,818	$ 6,504	5.3
SERVICE & SUPPLIES	434,950	1,067,108	653,283	218,333	50.2
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$557,264	$1,195,538	$782,101	$224,837	40.3
REVENUE	301,493	506,950	$698,798	$397,305	131.8
NET COUNTY COST	$255,771	$ 688,588	$ 83,303	(172,468)	(67.4)
MAN-YEARS	7.00	7.00	7.00	0	0

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
		NOT APPLICABLE			

DISCUSSION SUMMARY

The Emergency Medical Services budget currently includes both staff and operating expenses supported by a Federal grant to plan and implement a comprehensively improved emergency medical services system within the County; as well as the County's non-grant supported expenses of uncollectible and dry run emergency ambulance costs in the unincorporated area of the County, as well as the Coordinator, Emergency Medical Services.

In 1976-77, the recommended budget in part reflects the proposed Emergency Medical Services Plan about which the Board of Supervisors will be making various policy decisions.

The recommended budget can be best understood if broken down into its major components as follows:

DISCUSSION SUMMARY (cont'd)

a. Administrative staff and operating expenses currently funded by a Federal HEW grant. (It is anticipated that these on-going administrative expenses will be fully offset by a portion of a new federal grant which will be channeled through ABAG.)

	MAN-YEARS	AMOUNT	
Salaries and Benefits	6.00	$98,963	
Services and Supplies			
CMED Operation (50%)		42,336	
Miscellaneous		35,859	
SUB-TOTAL			$ 78,19
TOTAL			$177,15

b. Non-Grant Supported Expenses

Salaries and Benefits	1.00	$ 29,855	
Services and Supplies			
CMED Operation (50%)		42,336	
Med-Net Radio Maintenance		14,009	
Miscellaneous		1,603	
Emergency Ambulance Costs (unincorporated area)			
a. Uncollectibles, dry runs		133,920	
b. Subsidy Payment (1/3) Livermore Valley Area		24,000	
SUB-TOTAL	1.00		$245,723

c. Ambulance Service Payment Costs, which will be reimburseable by cities (new budget item in 1976-77).

1. Dry runs (last six months)

North County - 2,240 x $25	$ 56,000	
*South County - 610 x $36	21,960	
SUB-TOTAL		$ 77,960

2. Dry runs (first six months)

Tri-City Area (Pilot Project) 210 x $36	$ 7,560	
Livermore Valley Area 50 x $36	1,800	
SUB-TOTAL		$ 9,360

*Identified as a "Policy Matter"

SCUSSION SUMMARY (cont'd)

	MAN-YEARS	AMOUNT	
3. Uncollectibles			
Tri-City Area (Pilot Project) 745 x $65		$48,425	
Livermore Valley Area 180 x $80		14,400	
SUB-TOTAL			$ 62,825
4. Subsidy Payment (2/3) Livermore Valley Area		$48,000	
SUB-TOTAL			$ 48,000
TOTAL			$198,145
d. Ambulance Service Uncollectible account payments, currently paid by the cities and an additional uncompensated expense in 1976-77.			
Three months' payments only if policy becomes effective January 1, 1977 due to billing turnaround delay.		$161,075	
SUB-TOTAL			$161,075
TOTAL			$782,101

SUMMARY OF CHANGES

	MAN-YEARS	AMOUNT	
SALARIES AND EMPLOYEE BENEFITS			
1. Position reclassifications and reallocations approved during the current year.	0	$(1,104)	
2. Decrease in salary savings from 10% to 5.5% to reflect a projection of the current pay levels of this small size staff.	0	4,051	
3. Miscellaneous adjustments in various employee benefit accounts based on a projection of current usage.	0	3,557	
SUB-TOTAL	0		$6,50
SERVICES AND SUPPLIES			
4. Increase in electronic equipment maintenance based on higher cost of the Medi-Net radios.		$ 3,947	
5. Initial inclusion of an amount to reimburse General Services for 50% of the central fire dispatching system, as CMED's share of costs.		84,672	
6. Elimination of the "contingency" amount, which represented the undesignated balance available from the original grant. It was primarily used to purchase equipment during the current year.		(312,800)	
7. Increase in the County's cost for emergency ambulance services in the unincorporated area from $97,000 to $157,920 based on current and projected cost and usage experience.		60,920	
8. Initial inclusion of costs for payment of dry runs County-wide and uncollectible in certain South County cities on a pilot basis, all of which will be reimbursed by the cities.		198,145	

	MAN-YEARS	AMOUNT	
SERVICES AND SUPPLIES (cont'd)			
9. Initial inclusion of funds to pay for uncollectible ambulance service costs for cities effective January 1, 1977. Three months of payments are included and proposal is presented as a policy matter.		$161,075	
0. New data processing and data input (contract) service costs associated with the implementation of the Emergency Medical Services Plan.		18,083	
1. Miscellaneous increases and decreases in all other accounts based on experience and changing program requirements.		4,291	
SUB-TOTAL			$218,333
TOTAL EXPENDITURES			$224,837
REVENUE			
2. Initial inclusion of income from cities to reimburse the County for payment of dry runs and uncollectibles. The latter is for only certain "pilot" cities and for only the first six months of 1976-77.		$209,330	
3. Increase in Federal grant revenue income from $301,493 to $312,310. This represents claims against the original $666,500 grant for reimburseable operating expenses the last three months of 1975-76 plus anticipated equipment purchases in late 1975-76. (Only $164,141 will be realized in 1975-76 due to delays in spending grant funds and claiming for same.)		10,817	
4. Inclusion of an anticipated new federal grant, which has been applied for as part of an overall Bay Area grant application channeled through ABAG, which will offset the costs of the staff and operating expenses, currently offset by the HEW grant.		177,518	
SUB-TOTAL			$397,305
NET COUNTY COST			$(172,468)

Budget Hearing
1976-77

[X] POLICY MATTER (Funds Included)
[ ] POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
#472 - Emergency Medical Services	Health Care Services Agency

TITLE	AMOUNT
Funding of Administrative Staff and Expenses Formerly Funded by a Federal Grant	Ø

DESCRIPTION:

The recommended budget includes $177,158 to support the six staff positions, office expenses and 50% of the Central Medical Emergency Dispatch (CMED) operating costs, which currently are funded by a Federal grant from the Department of Health, Education and Welfare.

The Agency has applied for second year funding of the grant from the Federal Government as a component of an ABAG application proposal for a regional (Bay Area) grant which if approved would fully offset the $177,158 cost.

Receipt of this new federal grant is anticipated. However, since the application's final disposition won't be known until June 1976, the matter is presented as a Policy Matter. If the grant is not awarded, the Agency would request that the County support these on-going administration expenses.

The amount included in the budget would finance the following expenses:

Salaries and Benefits		
Program Specialist II	$19,608	
Information Systems Analyst	18,504	
Assistant Staff Analyst	12,288	
Health Services Representative II	16,284	
Secretary I	10,944	
Stenographer II	9,912	
	$87,540	
Less salary savings	(6,165)	
	$81,375	
Plus employee benefits	17,588	
Sub-Total		$ 98,963
Services and Supplies		
Office Expenses	$ 4,000	
Reprographics	6,000	
Communications (50% of CMED)	42,336	
Data Processing	8,823	
Key Data Systems Contract	9,260	
Miscellaneous Expenses	7,776	
Sub-Total		$ 78,195
Total Expenditures		$177,158
Revenue		
Federal grant (via ABAG)		$177,158
NET COUNTY COST		0

dget Hearing

1976-77

[X] POLICY MATTER (Funds Included)

[ ] POINT OF ISSUE (Funds Not Included)

DGET UNIT NO. & TITLE	DEPARTMENT
72 - Emergency Medical Services	Health Care Services Agency

LE	AMOUNT
Payment of Uncollectible Emergency Ambulance Service Accounts Currently Paid by the Cities	$161,075

SCRIPTION:

The Health Care Services Agency and the Emergency Medical Care Committee have recommended that the County assume the costs for payment of uncollectible emergency ambulance service accounts, a cost which is currently borne by most cities within the County under varying arrangements with ambulance companies, or by the cities directly, which operate their own ambulance services.

The Agency and the Committee had recommended a July 1, 1976 implementation of this change County-wide whereby the County would directly contract with a single ambulance company, city or hospital within a particular ambulance service area, and pick up the costs of uncollectible accounts. The cities would continue to reimburse the County for "dry runs".

Since the Board of Supervisors has not made a policy decision in regard to that proposal, it is recommended that a January 1, 1977 implementation target for this change is more financially and operationally feasible. However, funds in the amount of $161,075 are included in the recommended budget for only an estimated three months' expenses for this potential new County cost obligation, since there is a 90 day delay from date of service to date of billing for an uncollectible account.

It should be noted that the estimated annual cost for payment of uncollectible emergency ambulance service costs, County-wide, would be four times that amount or $644,300.

The annual cost estimate, excluding the unincorporated area service costs which are currently borne by the County, is based on the following computation:

	No. of Uncollectibles	Average Rate	Total Cost
North County	10,500	$45	$472,500
South County			
Hayward, San Leandro	1,200	65	78,000
Fremont, Newark, Union City	1,000	65	65,000
Livermore, Pleasanton	360	80	28,800
	13,060	N.A.	$644,300

HEALTH CARE SERVICES AGENCY

BUDGET UNIT SUMMARY REPORT

FORM 104.6

#475 - Medical Assistance

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES					
OTHER CHARGES	$16,588,464	$18,162,120	$18,079,296	$1,490,832	9.0
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$16,588,464	$18,162,120	$18,079,296	$1,490,832	9.0
REVENUE					
NET COUNTY COST	$16,588,464	$18,162,120	$18,079,296	$1,490,832	9.0
MAN-YEARS					

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
		NOT APPLICABLE			

DISCUSSION SUMMARY

The Medical Assistance budget includes funds for the payment of the County's mandated share of the overall costs associated with the State's Medi-Cal Program. The amount of this financial obligation is computed annually by the State, and changes in direct proportion to changes in the County's "modified" assessed valuation.

The recommended increase of $1,490,832 is based on the estimated increase in the County's assessed valuation in 1976-77. It should be noted that the County's actual share for 1975-76 as computed by the State was $16,659,456. Therefore, the recommended increase is $1,419,840 more than will be expended in 1975-76.

SUMMARY OF CHANGES

	MAN-YEARS	AMOUNT	
OTHER CHARGES			
1. Increase in the County's mandated share of costs associated with the State Medi-Cal Program from $16,588,464 to $18,079,296 based on the estimated increase in the County's 1976-77 assessed valuation. (Current year's actual was $16,659,456).		$1,490,832	
Total Expenditure			$1,490,832

BUDGET HIGHLIGHTS

ACTIVITY	AMOUNT
Increased County Medi-Cal Share Costs	$1,490,832

An increase of $1,490,832 is recommended in the County's estimated mandated cost share of the State Medi-Cal Program, based on the anticipated increase in the County's modified assessed valuation. This expense is totally supported by property taxes and is a major component in the County's overall property tax levy. The County's actual share assessment will not be known until October, 1976.

BUDGET UNIT SUMMARY REPORT
501 - CASTRO VALLEY FIRE PROTECTION DISTRICT

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 924,058	$ 937,132	$ 934,484	$ 10,426	1.0
SERVICE & SUPPLIES	145,449	160,483	165,496	20,047	14.0
OTHER CHARGES					
FIXED ASSETS	9,950	5,000	5,000	-4,950	-50.0
FIXED ASSETS RESERVES	317,051	423,924	423,924	106,873	34.0
TOTAL EXPENDITURES	$1,396,508	$1,526,539	$1,528,904	$ 132,396	9.0
REVENUE	6,000	6,000	6,000	0	0
CASH BALANCE	292,647	304,279	304,279	11,632	4.0
NET COUNTY COST	$1,097,861	$1,216,260	$ 1,218,625	$120,764	11.0
MAN-YEARS	47.0	47.0	47.0	0	0

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
N/A					

DISCUSSION SUMMARY

The Castro Valley Fire Protection District operates three fire stations serving the Castro Valley area. A reorganization of fire personnel will provide a higher level of service for 1976-77, which results in a net savings in the budget. The major increase in the budget results from a salary increase effective January 1, 1976. There is also an increase due to higher compensation insurance rates and liability insurance costs, partially offset by a decrease in ALCO Fire allocation. Fixed Assets have increased due to a higher assessed valuation for major equipment for the fire district.

The budget for this fire district is based on continuation of the present tax rate of 73.7¢.

SUMMARY OF CHANGES

SALARIES AND EMPLOYEE BENEFITS	Man-Years	Amount	
1. Full-year budgeting for January 1 salary increase.		$ 14,664	
2. Reorganization of Department Addition of Asst. Fire Chief Addition of one Fireman Deletion of 2 Captains This reorganization will improve administrative control and more firemen will be available for fire fire suppression work.	0	(- 792)	
3. Decrease in pay differential results in increase in Salary Savings and Overtime.		(-5,118)	
4. Adjustments in Retirement Contribution.		1,672	
Total Salaries & Employee Benefits			$10,426
SERVICES AND SUPPLIES			
5. Increase in compensation insurance rate.		33,780	
6. Decrease in charges for Alco Fire.		(16,016)	
7. Completion of painting project.		3,000	
8. Deletion of salary for Secretary (see Policy Matter)		(900)	
9. Increase in liability insurance.		4,920	
10. Other Adjustments		1,263	
Total Services & Supplies			20,047

	Man-Years	Amount
FIXED ASSETS		
11. Decrease in request. Only $5,000 was requested for the purchase of major equipment		
Total Fixed Assets		$ -4,950
RESERVES		
12. Increase in Capital Outlay Reserve. These funds are required for the construction of the new fire house.		106,873
Total Expenditures	0	$ 132,396
CASH BALANCE		- 11,632
Increase- Net County Cost		$ 120,764

502- CASTRO VALLEY
FIRE PROTECTION ZONE NO. 1
BUDGET UNIT SUMMARY REPORT

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES					
OTHER CHARGES					
FIXED ASSETS	$ 130,850		$ 179,339	$ 48,489	
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 130,850		$ 179,339	$ 48,489	
REVENUE			9,000	9,000	
CASH BALANCE	98,446		137,781	39,339	
AMOUNT TO BE RAISED BY TAX LEVY	$ 32,404		$ 32,404	$ 154	
MAN-YEARS					

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
N/A					

DISCUSSION SUMMARY

In 1970, the Board of Supervisors established a Special Fire Protection Zone in the eastern portion of the Castro Valley Fire Protection District to assist in the financing of capital improvements for protection to that area, which was recently annexed.

As of June 30, 1977, $179,339 will be accummulated. The Board of Supervisors has commenced negotiations to acquire a site to construct a fire house to provide fire protection services in this area. The funds accummulated and the District's General Funds will be used to build this station.

BUDGET UNIT SUMMARY REPORT

505 - Redwood Fire District

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES	$ 6,694	$ 2,701	$ 3,308	$ (3,386)	
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$ 6,694	$ 2,701	$ 3,308	$ (3,386)	
REVENUE & BALANCE	4,043	163	163	(3,880)	
NET COUNTY COST	$ 2,651	$ 2,538	$ 3,145	$ 494	
MAN-YEARS					

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
N/A					

DISCUSSION SUMMARY

This fire district is organized to suppress fires in a sparsely populated area east of Oakland. Actual service for the area is rendered by the East Bay Regional Park District, which has other fire protection responsibilities in the area.

The recommended budget is based on the contractual obligation to pay the Park District that amount which is raised by a 39¢ tax levy.

PUBLIC WORKS AGENCY

BUDGET UNIT SUMMARY REPORT

509 - Road & Bridge Maintenance

FORM 104 6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 4,049,912	$ 4,130,516	$ 4,146,439	$ 96,527	2.4
SERVICE & SUPPLIES	4,788,771	4,473,048	4,494,899	(293,872)	(6.1)
OTHER CHARGES	3,714,132	3,207,308	3,207,308	(506,824)	(13.6)
FIXED ASSETS	248,685	228,700	228,700	(19,985)	(8.03)
EXPENDITURE TRANS. & REIMBS.	-256,400	-273,882	-273,882	-17,482	- 6.8
Reserve for Contingency	176,640	300,000	300,000	123,360	69.8
TOTAL EXPENDITURES	$12,721,740	$12,065,690	$12,103,464	$(618,276)	(4.9)
REVENUE	12,721,740	12,065,690	12,103,464	(618,276)	(4.9)
NET COUNTY COST	$	$	$	$	
MAN-YEARS	232.25	221.25	221.25	(11.00)	(4.7)

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Road Maintenance Lane Miles	1,120	1,120	1,120	0	-
Estuary Crossings Annual Shifts	5,245	5,245	5,245	0	-
Traffic Signals Number of Signals	70	70	70	0	-
Field Survey Functions Number of Projects	48-60	48-60	48-60	0	-
Traffic Engineering Lane Miles	1,120	1,120	1,120	0	-

DISCUSSION SUMMARY

The Road and Bridge Maintenance Department performs the following functions:

Engineering:

Designs projects, prepares and processes construction plans and specifications.

Construction and Maintenance:

Maintains County roads, bridges, bikeways, signals and related facilities. Operates and maintains estuary crossings.

Surveyor and Traffic Division:

Performs surveys and other County Surveyor functions. Processes subdivision maps and boundary changes.

SUMMARY OF CHANGES

SALARIES & EMPLOYEE BENEFITS	Man-Years	Amount	
1. Decrease of 11 man-years from 232.25 to 221.25 because of a decrease in available funds and a consequent reduction in both maintenance and construction programs	(11.0)		
-Civil Engineer II (1) $20,886 -Civil Engineering Tech.II(2) 31,605 -Survey Technician I (4) 73,122 -Public Works Aide (2) 17,587 -Auto Service Worker (1) 13,240 -Maintenance Supervisor (1) 19,484		$(175,924)	
Mid-Year Craft Salary Increase		272,451	
Subtotal - Salaries & Employee Benefits	(11.0)		$ 96,527
SERVICES AND SUPPLIES			
2. Increase in the cost of maintaining motor vehicle equipment from $328,950 to $364,707.		35,757	
3. Decrease in Utilities from $275,850 to $271,300 based on current experience.		(4,550)	
4. Increase in Communications from $14,992 to $18,540 because of the Castro Valley Blvd. signal system telephone service.		3,548	
5. Increase in Special Departmental Expense from $388,380 to $427,940 primarily because of the amount paid for slurry seal contracts was transferred from account 3411 enabling the County to slurry seal areas where the commercial costs are too high.		39,560	
6. Decrease in Professional & Specialized Services from $3,631,550 to $3,235,139 because of a decrease in capital construction due to a reduction of State gas tax revenue		(396,411)	
7. Increase in Data Processing charges from $31,788 to $35,835 as estimated by Data Processing.		4,047	

	Man-Years	Amount
8. Decrease in Structures and Improvements from $4,800 to $600 because it was intended to rent the paint equipment storage facility at the Park Street Bridge which did not materialize.		$(4,200)
9. Increase for BMD space rental from $81 to $28,540, due to charges previously in the Public Works Administration budget being transferred to the Roads budget.		28,459
10. Miscellaneous Changes:		
- Clothing		$ 440
- Household Expense		(260)
- Laundry Service		48
- Office Expense & Reprographics		(1,700)
- Medical Supplies		75
- Small Tools		585
- Maintenance-Structures		(560)
- Maintenance - Electronic Equipment		(2,675)
- Memberships		(462)
- Compensation Insurance		627
- Rents & Leases-Equipment		400
		(82)
Sub- Total Services & Supplies		$(293,872)
OTHER CHARGES		
11. Decrease in Contributions to Cities and Towns from $3,314,132 to $3,007,308 because of a decrease in available revenue.		(306,824)
12. Decrease in Rights of Way purchases from $400,000 to $200,000 because of a reduction of a program reduction.		(200,000)
Sub-Total - Other Charges		(506,824)
FIXES ASSETS		
13. Decrease in Structures and Improvements from $248,685 to $228,700 because of a program reduction.		
Sub-Total - Fixed Assets		(19,985)

	Man-Years	Amount
EXPEND. TRANSFER & REIMBURSEMENT		
14. Increase from $256,400 to $273,882 because of an increase in reimbursements from other governmental agencies.		
Sub-Total Expend. Transfer & Reimbursement		$ -17,482
RESERVE FOR CONTINGENCY		
15. Increase in Contingency to allow for salary increases in the final budget.		123,360
REVENUE		
16. Decrease in revenue anticipated from $12,721,740 to $12,103,464 because of a reduction in funds available - primarily Highway Users Tax.		
Sub-Total - Revenue		618,276
Net County Cost	(11.0)	$ -0-

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Revenue		$ 618,276

Based on current trend of revenues received through December, there is a substantial decrease in available funds to the Road & Bridge Maintenance Department. This decrease is primarily due to a decrease in gas tax revenues from the State amounting to $499,510.

Staffing	(11.0)	$ 96,527

The Road Department is not subsidized by the County General Fund but rather is funded from outside revenues. There has been a decrease in revenue and for this reason, there is a recommended decrease in staff of 11 man-years. The survey parties have been decreased because of an increase in technology. Sophisticated survey equipment will allow the reduction of one survey technician from each of the four survey parties.

Construction & Maintenance $(356,351)

Construction and maintenance have decreased because of the reduction of available funds. This has affected the Professional & Specialized Services account (generally referred to as the construction account), which was $3,631,550 and has decreased to $3,235,139. However, the cost of maintaining some ongoing programs, such as the Crossing Guard Service, Road & Bridge Maintenance Supplies, and Signal Maintenance, has increased $39,560 to a total of $427,940.

Other Charges $(504,824)

Because of the overall decrease in the County share of the gas tax, the Majors' Formula has decreased accordingly. Current year Contribution to Cities and Towns was $3,314,132 and has decreased to $3,007,308. In addition, the acquisition of rights of way has decreased from $400,000 to $200,000.

Reserve for Contingency $ 123,360

In fiscal year 1975-76, $300,000 was recommended for the contingency. In the final budget, $123,360 was taken out to cover salary increases. The $ 123,360 does not reflect an increase in the reserve for contingency, but the difference of what was recommended on last year's proposed budget and what was utilized for salary increases.

BUDGET UNIT SUMMARY REPORT

514 - Eden Consolidated Fire District

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS		$1,080,632			
SERVICE & SUPPLIES		225,309			
OTHER CHARGES					
FIXED ASSETS		22,075			
EXPENDITURE TRANS, & REIMBS.		$1,328,016			
TOTAL EXPENDITURES		$1,328,016			
REVENUE					
NET COUNTY COST					
MAN-YEARS		51.0			

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
N/A					

DISCUSSION SUMMARY

Effective July 1, 1976, the Cherryland Fire Protection District, Ashland Fire Protection District and County Service Area F-1965-4 (San Lorenzo) were reorganized into a single fire protection district. A Board of Fire Commissioners has been appointed to advise the Board of Supervisors. A Fire Chief has not yet been selected; the three fire chiefs of the superseded districts are serving as a committee to carry out the necessary arrangements for commencement of operation on July 1 as a consolidated fire district.

Delays in the formation of this district have caused budgetary and supporting data to be tardy in submission and therefore there has been insufficient time for proper review and recommendations.

This request is being included in the budget report with the understanding that a separate report will be forthcoming, allowing adequate time for the Board of Supervisors for review, prior to final budget hearings.

GENERAL SERVICES AGENCY

BUDGET UNIT SUMMARY REPORT

519 - Parking Facilities

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES	$ 173,469	$ 178,222	$ 178,222	$ 4,753	2.7%
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 173,469	$ 178,222	$ 178,222	$ 4,753	2.7%
REVENUE	$ 175, 000	$ 179,200	$ 179,200	$ 4,200	2.4%
NET COUNTY COST	(1,531)	(978)	(978)	553	(36.1)
MAN-YEARS					

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
NOT APPLICABLE					

DISCUSSION SUMMARY

The Parking Facilities budget includes Alcopark in the Courthouse/ Administration Complex and the Broadway parking facilities which serve the headquarters for the Human Resources Agency, Health Care Services Agency, and the Coroner-Public Administrator. Alcopark is used for both employee and public parking; the Broadway parking is used only by County employees.

SUMMARY OF CHANGES

	Amount	
SERVICES AND SUPPLIES		
Increase in Motor Vehicle rates for the power sweeper used to clean parking facilities.	$ 567	
Increase in the salary and wages of the Parking Attendants and Account Clerk in the Motor Vehicle budget who provide service to this budget.	4,186	
Increase in Total Expenditures		$ 4,753
REVENUE		
An increase in the Revenue is expected because of a policy to oversell parking spaces in Alcopark.	4,200	
Increase in Revenue		4,200
Increase in Net County Cost		$ 553

BUDGET UNIT SUMMARY REPORT

FORM 104-6

533- FLOOD CONTROL & WATER CONSERVATION DISTRICT
DISTRICT-WIDE

FINANCIAL SUMMARY

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
SALARIES & EMPLOYEE BENEFITS	$ 3,655,421	$ 3,884,434	$ 3,872,187	$ 216,766	5.9%
SERVICE & SUPPLIES	711,971	864,905	866,042	154,071	21.6
OTHER CHARGES					-
FIXED ASSETS	93,875	118,933	118,933	25,058	26.7
EXPENDITURE TRANS. & REIMBS.	-3,753,320	-4,002,147	-3,991,037	-237,717	-6.3
Approp./Contingency	18,000	28,000	28,000	10,000	55.5
TOTAL EXPENDITURES	$ 725,947	$ 894,125	$ 894,125	$ 168,178	23.2%
REVENUE	207,285	324,453	324,453	117,168	56.5
NET COUNTY COST	$ 518,662	$ 569,672	$ 569,672	$ 51,010	9.8
MAN-YEARS	187.67	193.33	192.33	4.66	2.5

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Number of Real Estate Transactions	1,110	1,035	1,035	(75)	(6.8%)
Numer of Resource Investigations & Permits	2,560	3,482	3,482	922	36.01
Annual Water Production	4,500	4,830	4,830	330	7.3
Miles of Water Facilities Maintained	473.3	480	480	6.7	1.4

DISCUSSION SUMMARY

The Flood Control and Water Conservation District was created by special act of the State Legislature in 1949 and became active in January 1950. The district boundaries coincide with those of the County; the Board of Supervisors is the governing body. There are 10 active zones which include substantially all of the unincorporated area and all of the cities, except Alameda, Albany, Berkeley, and Piedmont. Each zone is a separate legal and financial entity which must meet all of its own financial responsibilities; it is illegal to use the funds from one zone for the facilities of another.

Additionally, there is a District-Wide agency which administers the zone budgets. The District may levy a County-wide tax, not to exceed $.015 for administrative purposes of work of district-wide benefit. The current levy is $.014.

The principal functions of the District are to control and conserve flood and storm waters, the protection of water courses, watersheds, public highways, life and property from damage or destruction from such water, prevention of waste or diminution of the water supply and development and importation of water for beneficial use within the District.

SUMMARY OF CHANGES

	Man-Years	Amount	
SALARIES AND EMPLOYEE BENEFITS			
1. Five additional positions are recommended for Zone 7.			
-Civil Engineer III to assist in the development of an integrated water management plan for Alameda Creek above Niles.	1.0	$ 25,145	
-Water Plant Operator (2) for the maintenance and operation of the Arroyo Del Valle plant; revenue from the sale of water will offset the entire cost of the two positions.	2.0	33,780	
-Laboratory Technician to perform standard laboratory, chemical and physical water quality analyses.	1.0	16,693	
-Civil Engineer Technician I to perform field and office sub-professional water resources engineering activities.	1.0	15,668	
2. Increase in pay units for Zone 7 Board of Directors from 126FS to 168FS.		1,050	
3. Full-year funding for Gardener and Groundsworker positions from 32 pay units to 36 pay units each.	0.66	7,532	
4. Increase in Overtime due to salary increase and current-year usage.		8,774	
5. Increase in Employee Benefits		36,698	
6. Transfer of the Associate Right of Way Agent to the General Services Agency	(1.0)	(19,044)	
7. Mid-Year adjustment increase in Craft salaries.		90,470	
Sub-Total Salaries and Employee Benefits	4.66		$ 216,766

	Man-Years	Amount
SERVICES AND SUPPLIES		
7. Increase for maintenance of vehicle and heavy equipment, due to the rising cost of parts and service, provisions for major repairs and additional maintenance and operations cost during emergency conditions. This account increased from $114,163 to $151,062.		$ 36,899
8. Decrease in maintenance of electronic equipment from $11,577 to $5,566 because of the reallocation of the rental cost of the BACIS system to Account 3351, Rent & Leases- Equipment.		(6,011)
9. Increase in communications from $26,679 to $35,723, based on current year experience plus 5%.		9,044
10. Increase in professional and specialized services from $459,638 to $527,895 because of a 15% increase in County indirect cost. $50,000 was for the increase in the reserve for P.L. Self-Insurance and $18,257 for personnel services provided for by Public Works Administration.		68,257
11. Increase in BMD space rental from $4,596 to $35,935 because $32,815 was transferred from Public Works Administration. Turner Court facility rental charges are also included.		31,339
12. Miscellaneous Increases in Services and Supplies accounts:		
- Office Expense	$ 1,226	
- Reprographics	1,500	
- Utilities	900	
- Memberships	490	
- Transportation	241	
- Transportation-Motor Vehicle	380	
- Travel	175	
- Data Processing	2,215	
- Compensation Insurance	3,276	
		10,403
13. Increase in Rents & Leases, equipment for charges on the rental of the BACIS CRT and Printer.		4,140
Subtotal - Services & Supplies		$ 154,071

	Man-Years	Amount	
FIXED ASSETS			
14. Increase in Fixed Assets from $93,875 to $118,933, due to additional purchase of capital equipment for the pooled equipment in the Construction & Maintenance Division.		$ 25,058	
Sub-Total- Fixed Assets			$ 25,058
EXPENDITURE TRANS. & REIMBS.			
15. Increase in Credits from $-3,658,164 to $-3,867,042. This is credits for services supplied to the Zones and others, including salaries, fringe benefits and other supplies and services.		-208,878	
16. Increase in Capital Outlay Costs Applied from $-95,156 to $-123,995. The amount requested is to be transferred from the ACO Fund for purchasing the pooled equipment listed under Account 5311.		- 28,839	
Sub-Total- Expend. Transfers and Reimbursement			-237,717
NON-EXPEND. ACCOUNTS & RESERVES			
17. Increase in Appropriation for Contingencies from $18,000 to $28,000 to meet the increased costs of District operations.			
Sub-Total Non-Expend. Accounts and Reserve			10,000
Total Expenditures Change			$ 168,178
REVENUE			
18. Increase in Revenue from $207,285 to $324,453 due to interest and pooled equipment rental and interest earned on funds allocated for the construction program.			
Subtotal - Revenue			117,168
Net County Cost	4.66		$ 51,010

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
District-Wide Activity Five Positions for Zone 7	5.0	$ 91,286

All Flood Control positions are in the District-Wide budget and their time is charged back to each Zone, based on their work. One Zone, Zone 7, has an elected Board of Directors, who make decisions regarding Zone staffing and priorities. While these decisions must be approved by the Board of Supervisors, it has generally been the policy of the Supervisors to approve Zone 7 decisions. Thus, in the District-Wide budget, there is an increase of 5 positions, but all charges for these positions will be to Zone 7.

The Zone 7 elected board has authorized an increase of five positions, from 34.3 to 39.3. These positions will increase the level of service as well as meeting the increased workload needs. Following is a short description of each position.

1) Civil Engineer III - Assist in the development of an integrated water quality management plan for Alameda Creek watershed above Niles. After the plan is developed, this individual will monitor, administer, review and revise the plan to meet changing conditions and requirements.

2) Water Plant Operator (2) - Operate pumps and valves to regulate flow
3) of water at the Del Valle Water Treatment Facility; performs record keeping functions; maintains the plant and operating equipment. Six operators were recommended by a consulting firm with only four operators authorized until plant operation is at initial capacity. To operate at this level, six operators are necessary.

4) Laboratory Technician - Perform standard laboratory, chemical and physical water quality analyses; collect water samples from water treatment facilities. New Federal Interim Drinking Water Standards will become effective in December 1976, requiring an increase in the number of tests performed.

5) Civil Engineer Technician I - Assigned to water conservation operations, activities and program data collection, measurement, analyses, display and storage. This individual will be involved in three ongoing programs: ground water quality monitoring, surface water quality monitoring and ground water protection.

Mid-Year Craft Salary Increases $ 90,470

The Memorandum of Understanding with Craft unions calls for 90% parity with private construction rates. During the fiscal year, increases in salary were granted in the private sector and in keeping with the Memorandum of Understanding, increases were granted to County employees covered by this memorandum.

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Equipment Maintenance		$36,899

Most County Departments are charged for vehicle usage on a per-month or per-mile basis. Because the Flood Control District has a separate taxing base, the District is charged for services on an as-needed basis, rather than on a flat amount. The increase in the cost of parts and salary increases for the heavy equipment mechanics are responsible for the increases in maintenance of vehicles. The Flood Control District has approximately 200 pieces of equipment serviced by Motor Vehicles including: 17 passenger cars, 48 trucks, 16 large pieces of equipment and 100+ pieces of small equipment.

Insurance and County Overhead	$ 68,257

This year Alameda County became self-insured for Public Liability. The Flood Control District participates in the County's policy. It is necessary to increase the Reserve each year, in order to insure against a large suit. Thus, Flood Control's share has increased from $50,000 to $100,000. In addition, the County's indirect overhead charges increased $18,257. due to salary increases. These charges include services such as personnel, County Counsel and the Auditor-Controller.

Equipment	$ 0

The additional funds recommended for equipment reflect an increase in both the cost and the amount of construction equipment replaced. Two large pieces of equipment - a dump truck, with an estimated replacement value of $25,800 and a track loader at a cost of $33,000; both need to be replaced in next fiscal year. These two pieces of equipment amount to just under one-half of the total recommended equipment budget. However, this purchase has no net effect on the budget because it is offset by an increase in Revenue from the ACO Fund.

District-Wide Other Revenue	$ 117,723

There are two reasons why Revenue increased this fiscal year:

1) The rental of District equipment increased $37,573;
2) current secured property taxes are expected to increase $52,311.

BUDGET UNIT SUMMARY REPORT
534-549 - FLOOD CONTROL - ALL ZONES

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES	$ 5,830,055	$ 6,608,366	$ 6,608,366	$ 778,311	13.3%
OTHER CHARGES	520,000	520,000	520,000	0	0
FIXED ASSETS	9,713,095	11,347,399	11,347,399	1,634,304	16.2
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$16,063,150	$18,475,765	$18,475,765	$2,412,615	15.0%
REVENUE					
NET COUNTY COST	SEE	ATTACHED	REPORT		
MAN-YEARS					

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
	NOT	DEFINED			

DISCUSSION SUMMARY

REFER TO DISTRICT-WIDE BUDGET

BUDGET HIGHLIGHTS

ACTIVITY	MAN-YEARS	AMOUNT
Construction		$2,412,615

All the Appropriations in the Zones are divided into two categories: Services and Supplies and Fixed Assets. The Fixed Assets Account is the construction account from which funds are paid to the contractor for the actual construction of Flood Control projects. The services and supplies are all the functions, including personnel charges and supply costs to prepare the construction plans and maintain the channels once they are built. Toward this end, services and supplies are recommended to increase $778, 311 primarily due to increased personnel and supplies cost due to inflation. The construction accounts are recommended to increase $1,634,304 for two reasons:

1) Construction costs have increased substantially over the past year, rising 11%, according to the Engineering News Record Construction Cost Index.

2) Some of the larger capital construction projects require the District to save the money over several years, in order to have sufficient funds to pay for the project. Part of the increase in Appropriations is recommended to increase for this reason.

Tax Rates

This year, in keeping with Board policy, there were no tax increases in any Zone, and three Zones had tax decreases - Zone 5 -($-.03); Zone 9 - ($.01); and Zone 13 - ($-.05).

Attached is the recommended tax rates.

FLOOD CONTROL
1976-77

	Total Appropriation	Bond Interest & Redemption	Total Requirements	Other Revenue	Estimated Amount To Be Raised By Taxes	Estimated Tax Rate	Change In Tax Rate From 75-7
DISTRICT-WIDE	$ 894,125	$	$ 894,125	$ 324,453	$ 569,672	.014	0
ZONE 2	1,636,377	451,521	2,087,898	780,887	1,307,011	.28	0
ZONE 2A	86,952		86,952	22,452	64,500	.43	0
ZONE 3A	1,497,169	226,778	1,723,947	664,721	1,059,226	.37	0
ZONE 4	160,556	312,073	472,629	207,395	265,234	.55	0
ZONE 5	1,505,766	524,366	2,030,132	556,820	1,473,312	.37	(-.03)
ZONE 6	594,688	423,300	1,017,988	224,597	793,391	.43	0
ZONE 7	5,963,553	556,885	6,520,438	5,225,923	1,294,515	.35	0
ZONE 9	199,139	182,769	381,908	176,083	205,825	.18	(-.01)
ZONE 12	5,346,052		5,346,052	2,416,852	2,929,200	.24	0
ZONE 13	1,485,513		1,485,513	1,055,142	430,371	.30	(-.05)
TOTAL	$19,369,890	$ 2,677,692	$22,047,582	$11,655,325	$10,392,257		

BUDGET UNIT SUMMARY REPORT

FORM 104-B

580- COUNTY SERVICE AREA R-1967-1

DESCRIPTION	975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES	$ 18,738	$ 18,000	$ 34,000	$ 15,262	8.1%
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES					
CASH BALANCE	738	0	16,000	15,262	
NET DISTRICT COST	$ 18,000	$ 18,000	$ 18,000	$ 0	-
MAN-YEARS					

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
N/A					

DISCUSSION SUMMARY

Service Area R-1967-1 was established to provide maintenance of roads and drainage facilities in the Castlewood Country Club area. The Public Works Agency, through its Road Department, is responsible for doing the work, up to the amount which can be financed by this budget.

The plans are to accummulate 1975-76 funds for a large project in 1976-77. The Castlewood Property Owners Association has requested that $18,000 be raised this year for a total available of $34,000. Based on an increase of 8% in Assessed Valuation, the estimated 1976-77 tax rate would be 52¢ - a reduction of 8¢.

BUDGET UNIT SUMMARY REPORT

586 - COUNTY SERVICE AREA SL 1970-1

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$	$	$	$	
SERVICE & SUPPLIES	570	500	500	(70)	(13)
OTHER CHARGES	637	637	637	0	
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 1,207	$ 1,137	$ 1,137	$ (70)	13
REVENUE & BALANCE	742	784	784	42	5
NET COUNTY COST	$ 465	$ 353	$ 353	$ (112)	(24)
MAN-YEARS					

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%

DISCUSSION SUMMARY

This service area includes three small non-contiguous parcels in Castro Valley to provide supplemental street lighting serivces. The budget provides for Pacific Gas & Electric Company charges for seven street lights in the area.

The recommended budget provides for the energy requirements anticipated for the fiscal year. If an increase in the Assessed Valuation of 8% is assumed, the tax rate projected for the coming fiscal year will be 5.5¢, or a 2.7¢ decrease.

BUDGET UNIT SUMMARY REPORT

587 - COUNTY SERVICE AREA SL-1972-1

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$	$	$	$	
SERVICE & SUPPLIES	14,904	10,725	10,725	(4,179)	(28)
OTHER CHARGES	6,000	6,000	6,000	0	-
FIXED ASSETS					
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$ 20,904	$ 16,725	$ 16,725	$ (4,179)	(20)
REVENUE & BALANCE	$ 19,064	$ 12,641	$ 12,641	(6,423)	
NET COUNTY COST	$ 1,840	$ 4,084	$ 4,084	$ 2,244	
MAN-YEARS					

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
N/A					

DISCUSSION SUMMARY

This service area was established to provide supplemental street lighting in the commercial area of Castro Valley Boulevard. Previous budgets paid for the installation costs. The above appropriation represents costs for energy requirements.

The 1975-76 budget was financed from the cash balance plus the previous year's levy on the unsecured roll. It is estimated that the recommended budget can be financed with a 6.5¢ levy on the secured roll.

GENERAL SERVICES AGENCY

BUDGET UNIT SUMMARY REPORT

FORM 104-6

600 - Veterans' Memorial Buildings

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 160,169	$ 162,730	$ 163,257	$ 3,088	1.9
SERVICE & SUPPLIES	135,437	153,177	153,210	17,773	13.1
OTHER CHARGES					
FIXED ASSETS	420	0	0	(420)	(100.0)
EXPENDITURE TRANS, & REIMBS.					
TOTAL EXPENDITURES	$ 296,026	$ 315,907	$ 316,467	$ 20,441	6.9
REVENUE	$ 38,000	$ 49,100	$ 51,100	$ 13,100	34.5
NET COUNTY COST	258,026	266,807	265,367	7,341	2.8
MAN-YEARS	16.53	16.53	16.53	0	0

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Square Footage Maintained	187,249	187,249	187,249	0	0

DISCUSSION SUMMARY

There are ten Veterans' Memorial Buildings in Alameda County which were constructed for the use of veterans and veteran-affiliated groups. The Veterans' Memorial Buildings are serviced and maintained by the General Services Agency. Each building has a Secretary who is paid a nominal sum to manage the facility.

SUMMARY OF CHANGES

	Man-Years	Amount	
SALARIES AND EMPLOYEE BENEFITS			
1. Increase in Overtime due to increased use of buildings during hours not normally worked by the Custodian.		$ 2,304	
2. Employee Benefits Increase			
Retirement		$ 527	
Differential		257	
		784	
Sub-Total Salaries and Employee Benefits			$ 3,088
SERVICES AND SUPPLIES			
3. Inflationary increase in the cost of maintenance supplies.		$ 2,784	
4. Addition of wheelchair ramp at the Berkeley Veterans' Building.		7,000	
5. Increase in the cost of elevator contracts and equipment supplies.		1,067	
6. Increase of 25% in Utilities, from $29,986 to $36,358, based on current experience.		6,372	
7. Miscellaneous Expenses:			
- Clothing		$ 28	
- Household Products		346	
- Office Expense and Reprographics		10	
- Communications		63	
- Comp. Insurance		33	
- Pest Control		70	
		550	
Sub-Total Services and Supplies			$ 17,773

	Man-Years	Amount
FIXED ASSETS		
7. No equipment purchased nor replaced.		$ (420)
Total Expenditures		20,441
REVENUE		
Increase in the use of the Veterans' Buildings by private parties.		13,100
Net County Cost		$ 7,341

ACTIVITY	MAN-YEARS		AMOUNT
Increased Use of the Buildings		Appropriation:	$ 2,304
		Revenue	13,100

More usage of the buildings has increased both the revenue as well as the amount of supplies. The use of buildings by private parties has increased approximately 35% over the last two years, increasing both the Revenue and the Appropriation.

Inflation	10,223

Inflation has increased the cost substantially; $6,372 is directly attributable to price increase in utilities. The remaining amount is increases in supplies, such as household products.

Addition of Wheelchair Ramp at Berkeley Veterans' Building	7,000

During the last year, the Board of Supervisors approved the policy of adding wheelchair ramps to the Veterans' Memorial Buildings to facilitate use by disabled veterans. Last year a ramp was added to the Hayward facility at a cost of $9,500. This year a ramp will be added to the Berkeley Building at an estimated cost of $16,500.

BUDGET UNIT SUMMARY REPORT

605 - County Service Area L-1973-1

FORM 104-6

DESCRIPTION	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$	$	$	$	
SERVICE & SUPPLIES	1,000	5,000	5,000	4,000	40%
OTHER CHARGES					
FIXED ASSETS	240,684	409,659	409,659	168,975	70
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 241,684	$414,659	$ 414,659	$172,975	72
REVENUE	0	9,560	9,560	9,560	-
CASH BALANCE	$ 102,474	$251,634	$ 251,634	$149,160	145
NET DISTRICT COST	139,210	153,465	153,465	14,255	10
MAN-YEARS					

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
N/A					

DISCUSSION SUMMARY

County Services Area L-1973-1 was established to build a permanent library building in the Dublin area. A tax rate limit of 25¢ has been approved by the voters. The present budget provides for the continued accumulation of funds for this project.

The Board of Supervisors has approved in principle the financing of this building with Retirement System funds and is presently negotiating for acqusition of a site. The increase in the recommended budget can be financed within the present tax rate limitation.

BUDGET UNIT SUMMARY REPORT

FORM 104-6

700 - BOARD OF EDUCATION

FINANCIAL SUMMARY

DESCRIPTION	1975-76 BOARD ALLOWED	1976-77 DEPARTMENT REQUEST	1976-77 CAO RECOMMEND	1976-77 INCREASE (DECREASE)	1976-77 %
SALARIES & EMPLOYEE BENEFITS	$ 1,200	$ 0	$ 0	$ (1,200)	(100.0)
SERVICE & SUPPLIES	47,643	0	0	(47,643)	(100.0)
OTHER CHARGES	0	0	0	(395,617)	(100.0)
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$444,460	$ 0	$ 0	(444,460)	(100.0)
REVENUE					
NET COUNTY COST	$444,460	$ 0	$ 0	-(444,460)	(100.0)
MAN-YEARS	55.8	0	0	(55.8)	(100.0)

PERFORMANCE SUMMARY

	1975-76 DEPARTMENT PROJECTION	1976-77 DEPARTMENT ESTIMATE	1976-77 CAO ESTIMATE	1976-77 INCREASE (DECREASE)	1976-77 %

DISCUSSION SUMMARY

Effective July 1, 1976, the Board of Education will be a separate entity and will not receive funds from the County of Alameda Board of Supervisors.

BUDGET UNIT SUMMARY REPORT

FORM 104-6

780 - COUNTY LIBRARY

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$2,303,659	$2,587,057	$2,531,783	228,124	9.9
SERVICE & SUPPLIES	1,201,294	1,309,994	1,230,885	29,591	2.5
OTHER CHARGES	100	100	100	0	0
CONTINGENCY	0	276,449	276,449	276,449	N/A
FIXED ASSETS	18,952	35,513	28,413	9,461	49.9
EXPENDITURE TRANS. & REIMBS.	-140,749	-164,265	-164,265	-23,516	16.7
TOTAL EXPENDITURES	$3,383,256	$4,044,848	$3,903,365	$ 520,109	15.4
REVENUE	$ -83,750	$ -91,500	-90,950	$ -7,200	8.6
CASH BALANCE	-207,064	-95,706	-121,573	-(85,491)	(41.3)
NET COUNTY COST	3,092,442	3,857,642	3,690,842	598,400	19.4
NEW TAX REVENUE	3,092,442	-3,857,642	-3,690,842	-598,400	19.4
MAN-YEARS	191.50	215.88	210.81	19.31	10.1

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Circulation Activity	2,291,574	2,559,761	2,559,761	268,187	11.7
Reference Activity	308,929	357,616	357,616	48,687	15.7
Man-Years Circ. & Ref.	126.25	141.70	141.70	15.45	12.2

DISCUSSION SUMMARY

The County Library provides library services to participating cities, unincorporated areas and County institutions.

Cities served are Fremont (4 libraries), Newark (1), Union City (1), Pleasanton (1), and Albany (1). Unincorporated areas served are Dublin (1 library), San Lorenzo (1), and Castro Valley (1).

In addition, the County Library operates a Business and Government Library in Hayward (75% funded from the General Fund) and provides extension services through its Bookmobile, Spanish Services and Institutional Services. The Bookmobile operates outside a two-mile radius of library buildings. Spanish Services operates in those communities with Mexican American populations, through the Aztecamobile, special programs conducted in Spanish and a Spanish language book collection. Institutional Services provide materials and reference services to health care and correctional facilities.

DISCUSSION SUMMARY (Contd.)

An Aged/Senior Outreach program is currently funded through a revenue sharing grant of $30,000.

During 1974-75, a comprehensive study recommended an automated system for the circulation and acquisition of materials. During the current fiscal year, a 3-year lease purchase arrangement was made to acquire a turn-key mini-computer system including software and terminals. The system is being installed in one library at a time, beginning with the Centerville library in April 1976. Installation completion is currently scheduled for May 1978.

Faced with a budget request which was $500,000 over anticipated revenues, the Library Advisory Commission made the decision to remove consideration of a new Alvarado Reading Center from this year's budget, as well as deleting requests for expansion of the Library's book collection.

For the purposes of this budget, Revenue includes program-generated revenue, prior year secured and unsecured property taxes, sales taxes, interest, other in lieu taxes , Local Housing authority in lieu taxes, insurance proceeds and unclaimed money and cash overage.

780 - Revenue

	1975-76 Allowed	1975-76 Real- Estimate	1976-77 Estimate
Program	$16,500	$ 57,780	$20,000
Prior Secured	35,000	28,000	30,000
Prior Unsecured	1,750	1,750	1,750
Sales Tax	29,000	29,000	29,000
Interest	0	8,500	8,500
Other In Lieu	1,500	1,676	1,700
5167-9999	0	4	0
Local Housing Auth. In Lieu	0	212	0
Insurance	0	87,126	0
Unclaimed Money & Cash Overage	0	97	0
TOTAL REVENUE	$83,750	$214,145	$90,950

For the purposes of this budget, New Tax Revenue includes secured and unsecured property taxes for the current year of the budget Homeowners' Property Tax Reduction (HPTR) and Business Inventory Property Tax Reduction (BITR), and additional taxes to be raised by increasing the tax rate and/or AV growth beyond the allowance of the Assessor's Office.

DISCUSSION SUMMARY (Contd.)

780 - New Tax Revenue

	1975-76 Allowed (.255 Tax Rate, 8% AV Growth)	1975-76 Real- Estimate	1976-77 Estimate (.255 Tax Rate, 8% AV Growth)
Current Secured	$2,516,037	$2,534,384	$2,753,924
Current Unsecured	158,282	157,400	182,362
HOPTR	328,066	329,728	321,300
BITR	90,057	90,100	102,788
	$3,092,442	$3,111,612	$3,360,374
AV growth rate @ 9.07%	N/A	N/A	36,109
Increase in tax rate	N/A	N/A	294,359
TOTAL NEW TAX REVENUE	$3,092,442	$3,111,612	$3,690,842

SUMMARY OF CHANGES

SALARIES & EMPLOYEE BENEFITS	Man-Years	Amount
1. Additional positions are recommended to accommodate a projected 9% increase in circulation activity and a 15.7% in Reference activity. Reclassification of full-time salaried positions to part-time positions is recommended to accurately reflect actual deployment of individuals in each classification discussed.	19.31	$130,167
a. From 41 Clerk II's, 384 Mo. Pay Units		
To 22 Clerk II's, 276 Mo. Pay Units	(9)	($84,456)
and 20 Clerk II N's, 19,836 FH	10.13	86,881
		$ 2,425
b. From 3 Messengers, 15 Mo. Pay Units		
To 1 Messenger, 12 Mo. Pay Units	(.25)	($2,433)
and 1 Messenger, 1044 FH	.53	4,739
		$2,306
c. From 30 Library Assts., 303 Mo. Pay Units		
To 33 Library Assts., 354 Mo. Pay Units	4.25	$48,042
d. From 2 Library Driver Clerks, 18 Mo. Pay Units		
To 3 Library Driver Clerks, 3132 FH	.1	($423)
e. From 26 Librarian II's, 294 Mo. Pay Units		
To 26 Librarian II's, 300 Mo. Pay Units	.5	$ 7,440
f. From 0 to 4 Clerks Intermittent, 6264 FH	3.2	$24,429
g. From 91 Library Aides, 528 Mo. Pay Units		
To 101 Library Aide N positions, 105,444 FH	9.85	$45,948

SALARIES & EMPLOYEE BENEFITS (Contd.)	Man-Years	Amount
2. Mid-year reclassifications		$ 792
a. 1 Lead Clerk to 1 Clerk II $(900)		
b. 1 Supv. Librarian I to 1 Supv. Librarian II $1,692		
3. Salary Savings decrease from 10% to 6%, including adjustments made in last year's budget for part-time positions not identified apart from salaried positions in budget document. Salary savings decrease $78,633; 75-76 Adjustments for part-time staff 25,316		103,949
4. Differentials		14,617

a. An increase in differentials is based on part-time pay for individuals currently being paid at a higher rate than provided for in the salary ordinance, and on part-time positions for which no salary ordinance position currently exist, as follows:

Position	Pay Units	Salary Ord.	Library	Difference Hrly.	Total
Messenger N	1044 FH	$4.54	$4.98	.44	$ 460
Clerk II N	19836 FH	4.38	4.80	.42	8,332
Lib. Driv. Clrk N	2610 H	4.98	5.46	.48	1,253

No Salary Ordinance Positions for:

	Salary Ordinance	Library	
Library Asst. part-time	$333,468	$336,145	2,677
Librarian II part-time	372,000	370,990	1,010
		TOTAL	$13,732

b. An additional $885 as based on bilingual pay and Clerk II positions with dictaphone use. $885

SALARIES & EMPL. BENEFITS (Contd.)	Man-Years	Amount	
5. Decrease in benefits based on part-time positions not identified apart from salaried positions in 75-76 budget. These part-time positions receive no retirement or FICA, but do receive health insurance coverage.			
Retirement $ 1,958			
FICA (15,298)			
Health (4,433)			
Other Empl. Benf. (3,628)		$(21,401)	
Subtotal - Salaries & Empl. Benefits	19.31		$228,124
SERVICES AND SUPPLIES			
6. Increase in household expense from $28,800 to $29,646 based on an increase in garbage services.		846	
7. Increase in office expense from $78,875 to $80,742 based on increases in automation needs for new circulation system, minor increases in office equipment under $100, and inflationary increases for postage and general office supplies, per GSA instructions.		1,867	
8. Increase in maintenance of equipment from $14,445 to $17,734 for the computerized circulation system, per contract with Computer Library Services, Inc. (CLSI).		3,289	
9. Transfer of Reprographic Services from Office Expense account.		15,230	
10. Increase in utilities from $50,105 to $54,826 based on:		4,721	

SERVICES AND SUPPLIES (Contd.)		Amount
10. Contd.		
- 7 months additional service for the newly-built Centerville library -	$2,216	
- a 5% cost of living increase -	2,505	
11. Increase in communications costs from $33,208 to $46,570, resulting from:		$ 13,362
- installation of new CLSI equipment & services	$10,327	
- additional phones and lines at 7 libraries	1,641	
- 10.4% inflation factor	1,394	
12. Decrease in membership dues and subscriptions from $1,724 to $1,180.		(544)
13. Decrease in transportation costs from $7,530 to $5,500 owing to increased use of BART by Library staff.		(2,030)
14. Increase in transportation - motor vehicle costs from $28,096 to $31,345 based on rate increases identified by GSA.		3,249
15. Decrease in travel expenses from $1,725 to $1,675.		(50)
16. Increase from $63,090 to $74,645 in professional & specialized services for completion of retrospective bibliographic records and the integrated book catalog as part of the Library's participation in the East Bay Cooperative Library System (Budget #781). This represents a net decrease of $7,807 in this account owing to the transfer of $19,362 from data processing costs, as a result of transfer of book catalog production to an outside vendor.		11,555

SERVICES & SUPPLIES (Contd.)		Amount	
17. Decrease from $30,254 to $6,350 in Data Processing costs, resulting from:		$(23,904)	
- transfer of Book Catalog Production to outside vendor	$(19,362)		
- projected reduction in volume of library overdues work as the automated circulation system is installed	(4,542)		
18. Increase from $400 to $2,912 in liability insurance for new terminals and for lease/purchase of the automated circulation system; until lease/purchase option is fulfilled in 1978, a higher insurance rate will prevail		2,512	
- Liability insurance increase	2,162		
- Liability insurance for new terminals	350		
19. Increase from $3,348 to $3,843 in compensation insurance based on salaries and wages printout.		495	
20. Decrease from $143,739 to $142,212 for rental and leases of equipment, resulting from the phasing out of equipment which will be superseded by the automated circulation system.		(1,527)	
21. Net increase in rents and leases for property and land based on:		520	
- reduction in monthly rental for Extension Services	(480)		
- increase in monthly cost for San Lorenzo and Albany	1,000		
Subtotal, Services & Supplies			$ 29,591

CONTINGENCY	Amount	
22. A contingency in the amount of $276,449 is included in the 76-77 budget. The contingency allowance of $251,136 in the 75-76 budget recommendation was depleted owing to salary increases and to a fire at the Irvington library.	$276,449	
- Salary contingency $186,449		
- General contingency 90,000		
Subtotal, Contingency		$276,449
FIXED ASSETS		
23. Increase from $18,952 to $28,413 in Fixed Assets due primarily to additional CRT equipment required for implementation of the automated circulation system.	9,461	
- CRT Light Pens & Tables 16,790		
- Office Equip. over $100 11,623		
Total Fixed Assets 28,413		
Less 75-76 Allowed 18,952		
Subtotal, Fixed Assets		9,461
EXPENDITURE TRANSFERS & REIMBURSEMENTS		
24. Increase from $140,749 to $164,265 in expenditure transfers and reimbursements as follows:	23,516	
a. Increase from $28,186 to $37,546 in interdepartmental charges for services to institutions and the County Administrator's Office based on increased staff costs and expanded service to Santa Rita. 9,360		
b. Increase from $112,563 to $126,719 in County General Fund contribution to the Business & Govt. Library for personnel and services & supplies. General Fund contributes 75% of total cost. 14,156		
Subtotal		23,516

REVENUE	Amount	
25. Increase from $83,750 to $90,950 in revenue as follows:	$ 7,200	
a. Increase from $16,500 to $20,000 in services rendered and other program revenue based on anticipated increases in collection for copy machine usage and lost or damaged material.	3,500	
b. Increase from $1,500 to $1,700 in other in lieu taxes.	200	
c. Interest on taxes	8,500	
d. Net decrease from $36,750 to $31,750 in prior secured and unsecured property taxes	(5,000)	
Subtotal		$ 7,200
CASH BALANCE		
26. Decrease from $207,064 to $121,573 in cash balance from 6/30/75 to 6/30/76 owing to an increase in estimated expenditures for 75-76 over the level of 74-75.		(85,491)
Net County Cost		$598,400

NEW TAX REVENUE

27. Increase in new tax revenue from $3,092,442 to $3,690,842 based on the following:

    a. Assuming a County-wide 8% AV increase at the current tax rate of .255, increase from $2,674,319 to $2,936,286 in property taxes as follows:

Current secured	$237,887
Current unsecured	24,080

REVENUE (Contd.)

b.	Based on a 9.07% AV increase for the library jurisdictions (8% + 1.07%), an additional $36,109 in taxes will be raised. $36,109	$ 36,109	
c.	Increase from $418,123 to $424,088 in State assistance provided through Homeowners' and Business Inventory Tax Reductions.	5,965	
	Homeowners (6,766) Business 12,731		
d.	An increase in the tax rate of .0239 over the current year rate of .255 will be required to offset the balance of the budget request for FY 76-77; this levy will generate $294,359 in revenue based on the formula that .01 on the tax rate generates $123,000 in revenue.	294,359	
	New Tax Revenue		$598,400

BUDGET HIGHLIGHTS

	MAN-YEARS	AMOUNT
SALARY INCREASES AND RECLASSIFICATION ACTIONS	19.31	$228,124

Based on an 11.7% increase in circulation and a 15.7% increase in reference activity for 1976-77, salaries and benefits are projected to increase from $2,303,659 to $2,531,783. This year, an effort has been made to separately identify those part-time positions which have been included in full-time position appropriations in the past. Increases and reclassification to part-time include $48,042 for Library Assistants, $45,948 for Library Aides, $24,429 for Clerks Intermittent, $7,440 for Librarians II, $2,425 for Clerks II, $2,306 for Messengers and a net reduction of $423 for Library Driver Clerks. Mid-year reclassifications account for an additional $792.

Salary savings are projected to decrease from 10% to 6%, resulting in a net increase of $103,949. This figure includes $78,633 for actual salary savings and $25,316 for adjustments made in the 1975-76 budget for those positions not separately identified as part-time.

An increase of $14,617 is shown in differentials. An increase of $13,732 accounts for those part-time positions currently being paid at a higher rate than identified in the salary ordinance for N or part-time staff. An additional $885 is based on bilingual pay and Clerk II positions requiring dictaphone use.

A net decrease from $380,820 to $359,419 is projected in benefits, owing to the fact that part-time positions were not identified in last year's budget apart from salaried positions, and were shown to receive FICA and Retirement benefits to which they were not entitled. Part-time library staff receive health benefits.

AUTOMATED CIRCULATION PROJECT $ 26,960

The three year lease purchase contract with Computer Library Services, Inc. (CLSI), signed in July, 1975, continues until August, 1978. Payments are made quarterly in the amount of $27,445.29 or $109,781.16 annually. An increase of $26,960 in costs to support this system include $3,289 for the maintenance of new CLSI equipment, $10,327 for adaptive changes in communications lines, $2,512 for liability insurance for the lease/purchase of the system and to accommodate the addition of terminals, $111 for additional cost of CLSI labels for book identification, $16,790 for CRT light pens and CRT support tables at the branch libraries, and a decrease of $6,069 in rents and leases of equipment and DPC costs for library overdues, which will be superceded by the circulation system.

CONTINGENCY $276,449

A contingency of $276,449 for salary increases and general needs is included in the budget for 1976-77. The contingency allowance of $251,136 in the 1975-76 budget recommendation was depleted owing to salary increases granted by the Board of Supervisors and to a fire at

BUDGET HIGHLIGHTS

	MAN-YEARS	AMOUNT

the Irvington Library. The salary contingency allowance is $186,449, leaving $90,000 for a general contingency.

GENERAL FUND CONTRIBUTION TO BUSINESS AND GOVERNMENT LIBRARY — $ 14,156

The County General Fund contributes 75% of the cost of operating the Business and Government Library (BGL). An increase from $112,563 to $126,719 in this contribution is based on an increase from $150,084 to $168,958 in the total anticipated costs for the BGL in 1976-77, accounted for primarily by salary increases in the 1975-76 fiscal year.

CASH BALANCE — $-(85,491)

A decrease in the Library cash balance from $207,064 on June 30, 1975 to $121,573 on June 30, 1976 is based on an increase in estimated expenditures for 1975-76 over the level of 1974-75.

NEW TAX REVENUE — $ 598,400

Based on a 9.07% assessed valuation increase projected for the jurisdictions served by the library, an increase of $298,076 from $2,674,319 to $2,972,395 in new property taxes will be raised in 1976-77. A smaller increase of $5,965, from $418,123 to $424,088 will be experienced in State assistance provided through Homeowner's and Business Inventory Tax Reductions.

Finally, an increase of $.0239 on the tax rate over the current year rate of .255 will be required to offset the balance of the Library's budget request for FY 1976-77. Based on the formula that .01 on the tax rate generates $123,000 in revenue, this levy will generate $294,359 in revenue.

Budget Hearing

1976-77

☐ POLICY MATTER (Funds Included)

☒ POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
780 - COUNTY LIBRARY	COUNTY LIBRARY

TITLE	AMOUNT
FINANCING COUNTY LIBRARIAN FROM GENERAL FUND	$37,683

DESCRIPTION:

The services of the County Librarian have been financed in two ways. Prior to 1969-70, the County Librarian's salary was paid from the General Fund; since then, the Library Fund has been charged with the cost.

The County Library and the Library Advisory Commission maintain that the status and duties of the County Librarian are those of a County official and have requested that the cost of her salary be returned to the General Fund.

Since overall financial support for Library services is derived primarily from its own property tax levies, it is recommended that the County Librarian's salary remain a part of the Library Fund's expenditures.

Cost Detail
County Librarian
(1976/77 Anticipated Costs)

Salary	$27,864
Retirement	3,011
FICA	895
Health & Management Benefits	1,100
	$32,870
Salary Increase	2,468
Total Salary	$35,338
Transportation and Travel	2,345
Total	$37,683

Budget Hearing
1976-77

[X] POLICY MATTER (Funds Included)
[ ] POINT OF ISSUE (Funds Not Included)

BUDGET UNIT NO. & TITLE	DEPARTMENT
780 - County Library	County Library

TITLE	AMOUNT
Maintenance of Library Service Level	$249,359

DESCRIPTION:

Maintenance of the current level of library service is submitted as a policy matter because of the tax rate impact. An increase in the tax rate of .0239 over the current year rate of .255 will be required to generate revenue of $294,359 to maintain the current level of service. This increase will bring the tax rate within .0101 of the tax rate ceiling of $.304.

It is important to note that this tax rate increase is based on a 9.07% growth in assessed valuation for 1976-77. Should the AV growth rate be higher than 9.07%, the tax rate will be proportionally reduced or not increased.

Fund 24 Tax Rate (#780)	.255
Fund 26 Tax Rate (#785)	.015
Current Composite Tax Rate	.270
Additional Required @ 9.07% AV growth	.0239
Tax Rate Ceiling	.304
	.0101 below ceiling

780 - COUNTY LIBRARY
BUDGET REQUEST
1976-77

Estimated Cash balance 6/30/76		$ 121,573
1976/77 Revenue Anticipated Taxes @ .255, 8% AV growth		
Current Secured	$2,753,924	
Current Unsecured	182,362	
HOPTR	321,300	
BITR	102,788	
		3,360,374
Other Taxes & Program Revenue		
Program	$ 20,000	
Other	70,950	
		90,950
1976/77 TOTAL AVAILABLE FINANCING		3,572,897
AV growth at 9.07%		36,109
		3,609,006
1976/77 Budget Request		
Expenditures	$3,626,916	
Salary Contingency	186,449	
General Contingency	90,000	
		3,903,365
Budget Request over Anticipated Revenues		$ 294,359

780 - COUNTY LIBRARY

IMPACT OF BUDGET REQUEST ON TAX RATE

Key: .01 on tax rate = $123,000

Fund 24 tax rate (780)	=	.255
Fund 26 Special taxing zone (785)	=	.015
		.270
Tax Rate Ceiling		.304

I. Including County Librarian's Salary in 780 Budget

Request amount over revenue $294,359

$294,359 ÷ $123,000 ÷ 100 = .0239 on tax rate

Fund 24 tax rate	.255
Fund 26 tax rate	.015
	.270
Additional Required	+.0239
New Tax Rate	.2939
Tax Rate Ceiling	.304
New Tax Rate	.2939
	.0101 below ceiling

II. Excluding County Librarian's Salary from 780 Budget, Salary Paid from General Fund (Point of Issue)

Request amount over revenue	$294,359
County Librarian's Salary	32,870
Provision for Salary Increase	2,468
Transportation & Travel	2,345
	$256,676

$256,676 ÷ $123,000 ÷ 100 = .0209 on tax rate

IMPACT OF BUDGET REQUEST ON TAX RATE

Fund 24 Tax Rate	.255	
Fund 26 Tax Rate	.015	
	.270	
Additional Required	.0209	
New Tax Rate	.2909	
Tax Ceiling	.304	
New Tax Rate	.2909	
	.0131	below ceiling

BUDGET UNIT SUMMARY REPORT

FORM 104-6

781 - COOPERATIVE LIBRARY SYSTEM

FINANCIAL SUMMARY

DESCRIPTION	1975-76 BOARD ALLOWED	1976-77 DEPARTMENT REQUEST	1976-77 CAO RECOMMEND	1976-77 INCREASE (DECREASE)	1976-77 %
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES	$ 51,790	$ 58,580	$ 52,636	$ 846	1.6
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 51,790	$ 58,580	$ 52,636	$ 846	1.6
REVENUE	$ 51,790	$ 58,580	$ 52,636	$ 846	1.6
NET COUNTY COST	0	0	0	0	0
MAN-YEARS					

PERFORMANCE SUMMARY

	1975-76 DEPARTMENT PROJECTION	1976-77 DEPARTMENT ESTIMATE	1976-77 CAO ESTIMATE	1976-77 INCREASE (DECREASE)	1976-77 %
Monthly Cumulations	10	12	12	2	20

DISCUSSION SUMMARY

The East Bay Cooperative (EBC) Library System serves to promote inter-library cooperation among its member library systems: Alameda and Contra Costa Counties and the Cities of Alameda and Richmond. The EBC's major role is to provide patron access to the total resources of all member libraries in the system. A 5-year contract with Autographics, Inc. provides for the establishment of a joint bookform catalog, joint location file of new titles and a study for integration of old titles into a joint location file. Funds for the system come from two sources: the State's Public Library Service Act (PLSA) and EBC member library systems. Funds from each source break out as follows:

	1975-76	1976-77	Increase/(Decrease)
PLSA	$35,290	$32,056	$(3,234)
Member Libraries	16,500	20,580	4,080
TOTAL	$51,790	$52,636	$ 846

Alameda County serves as the fiscal agent for EBC.

SUMMARY OF CHANGES

SERVICES AND SUPPLIES	Amount	
Increase from $9,300 to $13,380 in communications costs based on increase of TWX machine charges.	$ 4,080	
Decrease from $42,290 to $39,056 in professional and specialized services expenditures owing to reduced grant from PLSA for 1976-77.	(3,234)	
Sub-total		$ 846
Total Expenditures		$ 846
REVENUE		
Decrease from $35,290 to $32,056 in PLSA grant amount.	$(3,234)	
Increase from $16,500 to $20,580 in member library contributions to EBC operations.	4,080	846
Net County Cost		$ 0

BUDGET HIGHLIGHTS

ACTIVITY	AMOUNT
Program Revenue	$ 846

The PLSA grant amount for the East Bay Information System was decreased from $35,290 in FY 1975-76 to $32,056 for the next fiscal year. This allocation fell $5,944 short of the requested grant amount of $38,000. Local contributions from EBC member library will increase from $16,500 current year to $20,580 in 1976-77. Total revenue will increase from $51,790 in 1975-76 to $52,636 in fiscal year 1976-77.

Use of PLSA Grant Funds (3,234)

PLSA funds will continue to be used for production of a joint list of holdings by a new outside vendor, utilizing computer-generated cataloging information. Reduction in the PLSA grant amount from the previous fiscal year will result in a reduction in expenditures for this effort from $42,290 to $39,056.

Use of Member Library Contributions 4,080

Alameda and Contra Costa County libraries have each budgeted funds to supplement the PLSA grant funds for the EBC cataloging system. In addition, all four member libraries contribute to the administrative costs of the program including travel, shipping costs and office supplies to the cost of the TWX and of daily delivery service. An increase from $9,300 to $13,380 in TWX communications costs is projected for 1975-76.

BUDGET UNIT SUMMARY REPORT
782 - COOP. LIBRARY SYSTEM
DEMO PROJECT

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES	$ 102,000	$ 199,000	$ 102,000	$ 0	0
OTHER CHARGES					
FIXED ASSETS	0	5,000	0	0	N/A
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 102,000	$ 204,000	$ 102,000	0	0
REVENUE	$ 102,000	$ 204,000	$ 102,000	$ 0	0
NET COUNTY COST	0	0	0	0	0
MAN-YEARS					

PERFORMANCE SUMMARY

	1975-76	1976-77 (based on approval of grant request)			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Inter-library loan fill rate	45%	60%	60%	15%	33.3
EBC requests referred to Oakland	4.2%	8%	8%	3.8%	90.5
Oakland fill rate for EBC requests	18%	25%	25%	7%	38.9
EBC fill rate for Oakland requests	30.7%	40%	40%	9.3%	30.3

DISCUSSION SUMMARY

Under the Federal Library Service and Construction Act, LSCA, Title III, the East Bay Cooperative Library System and the Oakland Public Library have applied for funds to finance the third year of the East Bay Information Services (EBIS) Project. The purpose of the project is to integrate activities and services of the Oakland Public Library, UC Berkeley and State University libraries in the East Bay, and members of the East Bay Cooperative Library System (Alameda and Contra Costa Counties, Alameda and Richmond Cities). The project aims to improve the general public's access to these resources through:

- increasing inter-library loan "fill rate"
- increasing percentage of EBC requests referred to Oakland.
- increasing Oakland fill rate for EBC request
- increasing EBC fill rate for Oakland requests

DISCUSSION SUMMARY (Contd.)

- effective utilization of UC Berkeley library through ongoing orientation for public library staffs
- augmenting collections of the cooperating libraries in order to supplement resources without duplication
- provision of funds to cover "last copy" items

The LSCA grant request calls for $204,000 in federal funds and $113,583 in-kind match from local funds.

The $113,582 includes:

- $92,598 for salaries of inter-library loan and delivery personnel
- $16,500 for TWX communications costs, and
- $4,485 for delivery service mileage costs for 30,000 mi/year.

$113,583

The budget for fiscal year 76-77 reflects fiscal year 75-76 grant amount, pending approval of the new grant request.

SUMMARY OF CHANGES

No changes are projected, since the budget recommendation for fiscal year 1976-77 equals the fiscal year 1975-76 grant amount of $102,000, pending approval of the grant request of $204,000 for FY 1976-77.

BUDGET UNIT SUMMARY REPORT
785 - COUNTY LIBRARY
SPECIAL TAXING ZONE

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS					
SERVICE & SUPPLIES	$ 78,614	$ 84,614	$ 78,614	0	0
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.					
TOTAL EXPENDITURES	$ 78,614	$ 84,614	$ 78,614	0	0
REVENUE	$ 1,575	$ 1,050	$ 975	$ (600)	(38.1)
CASH BALANCE	$ 8,935	$ 5,753	$ 4,769	$(4,166)	(46.6)
NET COUNTY COST	$ 68,104	$ 77,811	$ 72,870	$ 4,766	7.0
NEW TAX REVENUE	$ 68,104	$ 88,174	$ 81,482	$13,378	19.6
MAN-YEARS					

PERFORMANCE SUMMARY

	1975-76	1976-77			
	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
Number of Rent Payments	48	60	48	0	0

DISCUSSION SUMMARY

The special taxing zone has been created to finance site development and rent payments for library buildings at communities served by the County library which choose this method of financing. Monthly rents are paid for Dublin, Newark, Pleasanton and Union City libraries in accordance with existing lease agreements.

Lease amounts are as follows:

Library	Monthly	Annual
Dublin	$ 1,557.00	$18,684
Newark	1,585.00	19,020
Pleasanton	1,963.33	23,560
Union City	1,225.00	14,700
	$ 6,330.33	$75,964

DISCUSSION SUMMARY (Contd.)

The department's request included another $6,000, or $500 monthly, for a new Alvarado Reading Center. Subsequent to the submission of the budget, because of fiscal constraints, the Library Advisory Commission voted to remove the Alvarado Reading Room from consideration for the 1976-77 budget year.

Also included in this budget are $2,000 to finance maintenance and improvements of leased facilities and $650 for an annual boundary review of the taxing zone by Public Works. Total expenditures for FY 1976-77 equal those of 1975-76, as follows:

Lease amounts:	$75,964
Maintenance/Improvements:	2,000
Annual boundary review:	650
Total Expenditures	$78,614

For the purposes of this budget, Revenue includes prior secured and prior unsecured property taxes, other in lieu taxes, and local housing authority in lieu taxes.

785 - Revenue

	75-76 Allowed	75-76 Real Est.	Recommend 76-77
Prior Secured	$1,500	$900	$900
Prior Unsecured	75	75	75
Other In Lieu	0	8	0
Local Hsg. Authority In Lieu	0	4	0
	$1,575	$987	$975

For the purposes of this budget, New Tax Revenue includes secured and unsecured property taxes for the current year of the budget, Homeowners' Property Tax Relief (HOPTR) and Business Inventory Tax Relief (BITR).

785 - New Tax Revenue

	75-76 Allowed	75-76 Real Est.	Recommend 76-77
Current Secured	$57,636 (@$.015)	$60,280 (@$.015)	$74,276 (@$.015)
Current Unsecured	1,651 (@$.005)	1,674 (@$.005)	7,206 (@$.015) *
HOPTR	6,911	6,923	(Included in
BITR	1,906	1,880	(above figures
	$68,104	$70,757	$81,482

An 8% AV increase is projected for 1976-77.
*The unsecured tax rate is fixed at the prior year secured level.

SUMMARY OF CHANGES

	AMOUNT	
SERVICES AND SUPPLIES	$ 0	
REVENUE	600	
Decrease from $1,575 to $975 in revenue from prior secured and unsecured property taxes.		
CASH BALANCE	(4,166)	
Decrease from $8,935 to $4,769 in cash balance, based on a one-time balance of $4,389 remaining at the end of 74-75 from the sale of the old Pleasanton library building and minor revenue differences from FY 1974-75 to 1975-76.		
Net County Cost		$ 4,766
New Tax Revenue		$13,378
Increase from $68,104 to $81,482, owing to an 8% AV growth and the tax rate for unsecured property increasing from .005 to .015.		

BUDGET HIGHLIGHTS

ACTIVITY	AMOUNT
Revenue and Cash Balance Changes	$4,766

Expenditures for the County Free Library Taxing Zone will remain the same for FY 1976-77 as in FY 1975-76. A decrease from $8,935 to $4,769 is shown in the cash balance owing to a one-time only balance of $4,389 at the end of 1974-75 from the sale of the old Pleasanton library building and minor revenue changes from FY 1974-75 to 1975-76. The cash balance decrease and a revenue decrease from $1,575 to $975 for prior secured, prior unsecured and in lieu taxes will result in a net county cost of $72,870, which is $4,766 over the net county cost of $68,104 in 1975-76. This will be offset by new tax revenues increasing from $68,104 to $81,480. The increase is based on an 8% AV growth rate and an increase from .005 to .015 in the unsecured tax rate. This will result in $8,612 in revenue over the net county cost of $72,870.

785 - SPECIAL TAXING ZONE
1976-77 BUDGET

• Cash balance 6/30/75			$ 8,935
• 1975/76 Revenues Anticipated			
Current taxes		$61,954	
Secured	$60,280		
Unsecured	1,674		
Other taxes		9,790	
HOPTR	$ 6,923		
BITR	1,880		
Prior Secured	900		
Prior Unsecured	75		
In Lieu	12		
			71,744
			80,679
• Less 1975/76 Expenditures Anticipated			75,910
• Estimated Cash Balance 6/30/76			4,769
• 1976-77 Revenue			
Prop. Taxes prior secured	900		
Prop. Taxes prior unsecured	75		
			975
• Less 1976-77 Recommended Expenditures			78,614
• Amount to be Raised by Taxes			$72,870

BUDGET UNIT SUMMARY REPORT
790 - Farm Advisor

FORM 104 B

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$ 69,230	$ 74,328	$ 73,869	$ 4,639	6.7
SERVICE & SUPPLIES	53,746	61,353	60,572	6,826	12.7
OTHER CHARGES					
FIXED ASSETS	843	830	750	(93)	(11.0)
EXPENDITURE TRANS. & REIMBS.	1,050	1,050	1,155	105	10.0
TOTAL EXPENDITURES	$122,769	$135,461	$134,036	$11,267	9.2
REVENUE	$ 4,860	$ 5,695	$ 5,695	$ 835	17.2
NET COUNTY COST	117,909	129,766	128,341	10,432	8.8
MAN-YEARS	6.56	6.9	6.9	.34	5.2

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
PUBLIC SERVICE CONTACTS	15,095	17,500	17,500	2,405	15.9
PUBLICATIONS SENT OUT	81,404	97,800	97,800	16,396	20.1
ENVIRONMENTAL CONTACTS	49,041	55,000	55,000	5,959	12.2
HORTICULTURAL NEWSLETTERS SENT OUT	4,490	5,000	5,000	510	11.4
ENEP FAMILIES ENROLLED	450	500	500	50	11.1

DISCUSSION SUMMARY

The Farm and Home Advisors Department is a cooperative agency financed by the county, state and federal governments. State and federal assistance consists of the salaries of the farm and home advisors, who are on the academic staff of the University of California Agricultural Extension Service. The County furnishes necessary clerical assistance and maintenance and operation support.

The increase of $11,267 represents a 9.2% change over the $122,769 budgeted during 1975-76. This increase is summarized as follows:

SUMMARY OF CHANGES

The increase of $11,267 may be summarized as follows:

SALARIES AND EMPLOYEE BENEFITS	Man Years	Amount	
1. Increase in office staff to meet rising work load in requests from public for information regarding home and agricultural activities such as the raising of backyard gardens, the preservation of meats and vegetables.	.33	$2,138	
2. Decrease in salary savings from 5.24% to 2.0% based upon very low turnover and all employees except one being at the top step.		1,958	
3. Changes in fringe benefit accounts based on new estimates by the auditor.		543	
Subtotal	.33		$ 4,639
SERVICES AND SUPPLIES			
4. Increases in 11 miscellaneous services and supplies accounts due to inflation. The recommended amount will provide a 10.3% increase in the subject accounts.		1,629	
5. Increase in communications expense from $4,865 to $7,948 based on year to date experience.		3,083	
6. Increase in motor vehicle charges from $12,870 to $14,984 due to new motor vehicle rates. There is no anticipated increase in motor vehicle mileage.		2,114	
Subtotal			$6,826
FIXED ASSETS			
7. Replacement of a worn out movie projector.		750	
Less current year allowed		(843)	
Total Increase in Fixed Assets			(93)

CREDITS	Man Years	Amount
8. Increase in credits due to inflation.		$ 105
Gross County Cost		$ 11,267
REVENUE		
9. Revenue is increasing due to additional activities on behalf of other counties and due to the increased activities in the expanded nutrition educational program, a state subsidized activity.		835
Net Change Recommended		$ 10,432

BUDGET HIGHLIGHTS

SALARIES AND EMPLOYEE BENEFITS

The significant change in the Salaries and Employee Benefits portion of this budget is the addition of 4 Man Months of demonstration materials worker on an "as needed" basis. This is the first addition of personnel to this budget in the last three years. During this period of time, there has been a profound increase in requests for information and service. These requests are generally from private citizens who desire information on home growing, preserving and preparation of meat and vegetables. It is thought that this increase is due to an increasing environmental awareness (a "return to nature") and a declining economic situation. Requests for information have gone from 2,198 in 1970 to 15,095 in 1975, a 587% increase and publications sent out have increased 443% from 18,000 to 97,800.

Use of an "as needed"position results in a savings of 33% when compared to a Clerk II position. The subject position will be used largely to answer the telephone and take requests at the public counter. The position will also be responsible for the mailing of brochures and pamphlets.

Other changes in the Salaries and Employee Benefits accounts are a 3.25% reduction in salary savings from $3,235 to $1,277, based upon an extremely low turnover factor. Recommended changes in fringe benefits total $543 and are based upon new estimates by the auditor's office.

SERVICES AND SUPPLIES

An increase of $6,826 is recommended in this expenditure category. This represents a 12.7% increase over the current year level of $53,746. The impact of inflation represents a $1,629 increase in eleven separate accounts. In addition, telephone expense is anticipated to increase $3,083 from $4,865 to $7,948 and is based upon year to date experience. The remaining $2,114 represents a 16.4% increase in the transportation-motor vehicle account (up from $12,870 in the current year to $14,984). This increase is due to the new motor vehicle rates as no change is anticipated in the miles to be driven.

FIXED ASSETS

The replacement of a worn out movie projector will cost $750. This amount represents a $93 decrease over the $843 budgeted in the current year.

CREDITS

Credits are increasing $105 based on inflation. This represents a 10.0% increase in charges to other departments, primarily the Agricultural Commissioner for photocopies and printing costs.

REVENUE

Revenue is projected to increase $835 based on additional work being done for other counties and additional enrollments in the Expanded Nutritional Educational Program. This is a state reimbursed local program.

BUDGET UNIT SUMMARY REPORT
910 - Fire Insurance Reserves

FORM 104-6

DESCRIPTION	1975-76	1976-77			
	BOARD ALLOWED	DEPARTMENT REQUEST	CAO RECOMMEND	INCREASE (DECREASE)	%
FINANCIAL SUMMARY					
SALARIES & EMPLOYEE BENEFITS	$	$	$	$	
SERVICE & SUPPLIES					
OTHER CHARGES					
FIXED ASSETS					
EXPENDITURE TRANS. & REIMBS.					
Reserve for Contingencies	200,000	250,000	250,000	50,000	25.0
TOTAL EXPENDITURES	$ 200,000	$ 250,000	$ 250,000	$ 50,000	25.0
REVENUE					
NET COUNTY COST	$ 200,000	$ 250,000	$ 250,000	$ 50,000	25.0
MAN-YEARS					

PERFORMANCE SUMMARY

	DEPARTMENT PROJECTION	DEPARTMENT ESTIMATE	CAO ESTIMATE	INCREASE (DECREASE)	%
N/A					

DISCUSSION SUMMARY

In 1969, the County changed its Fire Insurance policy from $100,000 to $500,000 deductible. The increase of $50,000 is part of a recommended program to increase the reserves to $500,000.